

# LEARNING FOR LIFE

Fall 2024 non-credit courses

Academic Preparation  
Business & Leadership  
Child Care  
Computers & Technology  
Health Care  
Hospitality & Culinary  
Personal Enrichment  
Real Estate  
& Property Maintenance  
Trades & Manufacturing  
Transportation  
Veterinary Assistant

Registration starts July 5

WOR-WIC  
COMMUNITY COLLEGE

**Kids Going  
Back to School?**



**Now It's  
Your Turn!**

**Train for  
a career**



**Learn a  
new skill**



**Expand  
your  
horizons**



**IT'S ALL RIGHT HERE!**

**WOR-WIC**  
COMMUNITY COLLEGE

Financial assistance is available.

# LEARNING FOR LIFE

Fall 2024 non-credit courses

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Commercial Truck Driver Training, pg. 28

Office location: Fulton-Owen Hall, Room 102, 32000 Campus Dr., Salisbury, MD 21804  
Office hours: Monday through Friday, 8 am to 4:30 pm

Throughout this publication, trademarked names are used. Rather than put a trademark symbol in every occurrence of a trademarked name, we are using the names only in an editorial fashion with no intention of infringement of the trademark.

# SCHEDULE INFORMATION

## DAY CODES

M	Monday
T	Tuesday
W	Wednesday
Th	Thursday
F	Friday
S	Saturday



## COMPUTER COURSE CODES

Most computer courses have prerequisites. The following rating chart is designed to help you select the appropriate type and level of computer course to meet your needs. To get the most out of your course or sequence of courses, register for the experience level that is right for you!

- Little or no computer/internet experience
- Limited keyboarding, computer or internet experience and knowledge of Windows or a level course
- Keyboarding skills and experience with specific software and Windows 7 or higher or equivalent skills and completion of a level course
- Working knowledge of specific software and Windows 7 or higher file management skills or completion of a level course

Application software is not provided as part of the registration for computer courses.

## FINANCIAL ASSISTANCE



This symbol denotes courses eligible for financial assistance. Go to [worwic.edu/Financial-Assistance](http://worwic.edu/Financial-Assistance) for more information.

## LOCATION CODES

### On Campus

The college campus is located on the southeast corner of Route 50 and Walston Switch Road in Salisbury.

BH	Brunkhorst Hall
FOH	Fulton-Owen Hall
GH	Guerrieri Hall
GTC	Guerrieri Technology Center
HC	Hazel Center
HH	Henson Hall
JC	Jordan Center
MB	Maintenance Building
MTC	Maner Technology Center
SH	Shockley Hall

### Off Campus

#### Wicomico County (Salisbury)

PHS	Parkside High School 1015 Beaglin Park Drive
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#### Worcester County

#### ORGC BERLIN

Ocean Resorts Golf Club  
10655 Cathell Road  
(Route 90 east toward Ocean City. Exit at Route 589. First right at light is Cathell Road; proceed 1.5 miles. Club will be on the right; go to the portable classroom.)

## COURSE MATERIALS AND TEXTBOOKS

If the course description includes a required or optional textbook, go to <https://worwic.bncollege.com> to obtain pricing and ordering information. You will need to use the course number (starting with a "Z") to search for your course materials and textbooks. For additional support, call the Barnes and Noble campus bookstore at 410-334-2802.

This document is available in alternative formats to individuals with disabilities by contacting disability services at [kmohler@worwic.edu](mailto:kmohler@worwic.edu), 410-334-2899 or TTY 410-767-6960. Wor-Wic Community College is an equal opportunity educator and employer. Visit [www.worwic.edu/Services-Support/Disability-Services](http://www.worwic.edu/Services-Support/Disability-Services) to learn more.

Academic preparation courses are available in-person, virtually, hybrid and online to students 18 years of age or older, (with certain exceptions for students under 18), who are seeking to obtain their Maryland High School Diploma or to improve their English speaking, listening, reading, and writing skills. In-person classes are offered at the Wicomico Public Library, Wor-Wic Community College, and other partner locations in Salisbury. The program is supported by grant funding from the Maryland Department of Labor's Division of Workforce Development and Adult Learning.

## MARYLAND HIGH SCHOOL DIPLOMA OPTIONS

### Adult Basic Education (ABE)

ABE classes are designed for students who do not have a high school diploma and need to improve their basic skills in math and reading. Students will work directly with instructors to complete supplemental coursework using an online instructional program accessible by computer, smartphone, or tablet. Classes are FREE. For registration information, email [adulthoodeducation@worwic.edu](mailto:adulthoodeducation@worwic.edu) or call/text 443-669-6373.

### General Educational Development Test Instruction (GED)

Eligible students will be provided with access to an online instructional program to prepare for all sections of the GED Test: Mathematical Reasoning, Reasoning through Language Arts, Social Studies and Science. Students will be given the GED Ready Practice Tests in each section. FREE instruction will be tailored to meet individual needs as determined by the tests. For class registration information, email [adulthoodeducation@worwic.edu](mailto:adulthoodeducation@worwic.edu) or call/text 443-669-6373. Visit [www.GED.com](http://www.GED.com) or call 1-877-392-6433 to schedule or reschedule for the Official GED Test. GED Testing fees vary and are paid directly to the Pearson Vue testing company.

### National External Diploma Program (NEDP)

The NEDP is an alternative option to the GED test. Clients must meet certain test scores to be enrolled. The program is offered to Wicomico, Somerset, and Worcester residents. It is a non-instructional and self-directed pathway for adults who have work and life experiences. These skills can be used to demonstrate that they possess equivalent knowledge to earn a diploma. Clients must be comfortable completing assignments on a computer and must have access to a computer with reliable internet. Upon program completion clients will earn a Maryland High School Diploma. Visit [www.casas.org/nedp](http://www.casas.org/nedp) for more information. The course fee is \$150 and is eligible for deferred payment. For registration information, email [adulthoodeducation@worwic.edu](mailto:adulthoodeducation@worwic.edu) or call/text 443-669-6373.

### English for Speakers of Other Languages (ESL)

ESL classes are for English language learners who need to improve their English reading writing, listening and speaking skills. Lessons include utilizing vocabulary and tasks related to acclimating to American culture of day-to-day activities, in the workplace, interacting with their children's educational settings, seeking medical attention and so much more. Students will be given access to use an online instructional program that can be used by computer, smartphone or tablet. Classes are FREE. For registration information, email [adulthoodeducation@worwic.edu](mailto:adulthoodeducation@worwic.edu) or call/text 443-669-6373.

For more information about Wicomico County Adult Education Program at Wor-Wic, email [adulthoodeducation@worwic.edu](mailto:adulthoodeducation@worwic.edu) or call 443-669-6373 or 410-334-2815.

Worcester County residents interested in ABE, GED and ESL classes should call 410-632-5071. Somerset County residents should call 410-651-2285 or 410-677-4261.

## COLLEGE PREPARATION FOR ENGLISH LANGUAGE LEARNERS



### Reading for Speakers of Other Languages (ENG 081)

This course prepares English Language Learners for college level expectations on reading tasks and assignments in American English courses. Instruction includes vocabulary, comprehension, spelling, structural analysis, skimming, and scanning, note-taking and/or test-taking strategies. Emphasis is placed on reading skills in American English where English Language Learners have the greatest difficulty. Group and individual instruction are provided. Students must successfully pass the computerized Reading section of the ESL Accuplacer to be placed into this course. Improvement is determined by student performance on reading skills assessments given during the course, midterm, and final examinations.

Tuition: \$277	Fee: \$6	Text Required
ZCOL-001-0083	F 9/6-12/6 (13 sessions) 2:00 pm-4:00 pm No class on 11/29. Instructor: Marcia Rascona	FOH 200
ZCOL-001-0084	M 9/9-12/2 (13 sessions) 9:00 am-11:00 am Instructor: Michael de Socio	FOH 203

### Grammar and Writing Skills for Speakers of Other Languages (ENG 082)

This course prepares English Language Learners for college level expectations on writing tasks and assignments in American English courses. Instruction includes common sentence patterns, spelling, punctuation, grammar, and effective paragraph construction. Emphasis is placed on the areas of American English grammar where English Language Learners have the greatest difficulty. Group and individual instruction are provided. Students must successfully pass the computerized Language Use section of the ESL Accuplacer to be placed into this course. Improvement is determined by student performance on writing skills assessments given during the course, midterm, and final examinations.

Tuition: \$596	Fee: \$6	Text Required
ZCOL-003-0081	TTh 9/3-12/10 (28 sessions) 9:00 am-11:00 am No class on 11/28. Instructor: Michael de Socio	FOH 203
ZCOL-003-0082	MW 9/4-12/11 (28 sessions) 2:00 pm-4:00 pm No class on 11/27. Instructor: Marcia Rascona	FOH 203

# ACADEMIC PREPARATION

## Listening and Speaking Skills for Speakers of Other Languages (ENG 083)

This course prepares English Language Learners for college level expectations on listening and speaking tasks and assignments that are applied in American English courses. Instruction includes phonetics, pronunciation, listening and comprehension, idioms, cultural rules, differentiation of informal and formal speech and conversational skills. Emphasis is placed on the areas of dialogue in American English where English Language Learners have the greatest difficulty. Group and individual instruction are provided. Students must successfully pass the computerized Listening section of the ESL Accuplacer to be placed into this course. Improvement is determined by student performance on listening and speaking skills assessments given during the course, midterm, and final examinations.

Tuition: \$277	Fee: \$6	Text Required
ZCOL-002-0079	F 9/6-12/6 (13 sessions) 4:15 pm-6:15 pm No class on 11/29. Instructor: Marcia Rascona	FOH 203
ZCOL-002-0080	M 9/9-12/2 (13 sessions) 11:30 am-1:30 pm Instructor: Michael de Socio	FOH 203

## DEVELOPMENTAL ENGLISH



### Foundations of College Literacy (ENG 087)

This course is designed to prepare students for college credit courses College Reading (ENG 095) and/or Basic Writing (ENG 096) or College Literacy: Reading and Writing (ENG 097). Areas of instruction include reading comprehension, vocabulary, grammar and paragraph and essay writing. The course is self-paced and completed online through Blackboard. The work may be completed on campus in the Reading and Writing Center (BH 227) or anywhere the student has access to a computer and the internet. Students are encouraged to spend a minimum of four to six hours each week working in the Reading and Writing Center, where they will have access to qualified instructors to assist them with course materials and instruction. **This is a self-paced course that runs for 10 consecutive weeks. A new session of the course starts every week. New students must attend a mandatory orientation session in BH 227 on the first day of the class. To learn more information about the class and how to register, please contact Denean Jones-Ward at 410-334-2820 or djones-ward@worwic.edu.**

Tuition: \$162	Fee: \$21	
ZDEV-017-0085	9/9	ONLINE
ZDEV-017-0086	9/16	ONLINE
ZDEV-017-0087	9/23	ONLINE
ZDEV-017-0088	9/30	ONLINE
ZDEV-017-0089	10/7	ONLINE
ZDEV-017-0090	10/14	ONLINE
ZDEV-017-0091	10/21	ONLINE
ZDEV-017-0092	10/28	ONLINE
ZDEV-017-0093	11/4	ONLINE
ZDEV-017-0094	11/11	ONLINE
ZDEV-017-0095	11/18	ONLINE

# BUSINESS AND LEADERSHIP

## ACCOUNTING

### Accounting Basics

Requires no prior accounting knowledge. This course is a great foundation for students expecting to take a QuickBooks computer course and an excellent option for small business owners and others who are seeking to understand the basics of accounting. Explore the key accounting principles, define common terminology and explain the accounting equation. Use a T-account to balance an account and understand why it is essential for maintaining accurate financial records. Work through various case studies to observe the entire accounting cycle. Prepares you for "Mastering QuickBooks" course. Instructor: Andrea Kenney

Tuition: \$186	Fee: \$6	
ZACC-039-0041	TTh 9/17-10/8 (7 sessions) 6:15 pm-8:45 pm	FOH 204

### Business Finance for Non-Finance Personnel

Using practical explanations and real-life examples, this course will show you how money flows through a typical business. Master basic financial terminology. Outline the basics of how a business operates, including how to develop successful business strategies and how to use financial statements such as an income statement, balance sheet and statement of cash flows. **This is a six-week online course. Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.**

Tuition: \$33	Fee: \$95	
ZACC-042-4026	9/11	ONLINE
ZACC-042-4027	10/16	ONLINE
ZACC-042-4028	11/13	ONLINE
ZACC-042-4029	12/18	ONLINE

## Business Budgeting for Beginners

Be successful in implementing and tracking a budget in the real world. Explore different budgeting strategies, techniques and tools to make budgeting forecasts and the components of a basic operating budget. Use templates to easily take what you learn and apply it to your job. [This is a six-week online course.](#) *Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.*

**Tuition: \$33      Fee: \$95**

ZACC-046-4106	9/11	ONLINE
ZACC-046-4107	10/16	ONLINE
ZACC-046-4108	11/13	ONLINE
ZACC-046-4109	12/18	ONLINE

## ENTREPRENEURSHIP

### Start a Side Business on Etsy

Turn your hand-made items into income by selling them on Etsy.com. Find out the top selling items on Etsy and how to navigate the Etsy online marketplace. Get tips and tricks from an Etsy entrepreneur and learn how to open a shop, create a listing that will attract Etsy visitors and then turn those visitors into customers. Step through the transaction from listing to sale to shipping. *Prerequisite: basic computer and internet skills.* Instructor: Stacy Mitchell

**Tuition: \$80      Fee: \$16**

ZENT-045-0042	M 10/21-11/4 (3 sessions)	
	5:30 pm-8:00 pm	GTC 202

### Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success. Explore all the major components of writing a business plan and emerge with your first draft in hand. [This is a six-week online course.](#) *Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.*

**Tuition: \$33      Fee: \$95**

ZENT-047-4042	9/11	ONLINE
ZENT-047-4043	10/16	ONLINE
ZENT-047-4044	11/13	ONLINE
ZENT-047-4045	12/18	ONLINE

## HUMAN RESOURCES

### Understanding the Human Resources Function

Designed to help people without experience in human resources to understand this very vital link in the organizational chain. Learn how to handle basic human resource functions in a way that will ensure the best possible results. Topics include the hiring process, retention, policymaking, employee rights, human resources law, employee communication and administration of employee benefit programs. [This is a six-week online course.](#) *Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.*

**Tuition: \$33      Fee: \$95**

ZHRS-016-4094	9/11	ONLINE
ZHRS-016-4095	10/16	ONLINE
ZHRS-016-4096	11/13	ONLINE
ZHRS-016-4097	12/18	ONLINE

## INSURANCE LICENSURE

### Insurance Help Desk Professional Certificate with Property and Casualty Specialization

Become well-versed and knowledgeable in the insurance field so you are able to provide customers with an exceptional help desk experience. Gain theory and practical experience in the areas of consultancy, customer service, front-line underwriting, quotations, claims, and agency management systems. The course follows a remote synchronous learning model delivered by Enterprise Training School, Inc. Coursework prepares students to sit for Maryland state licensing exams in Property and Casualty specializations. Must be 17.5 years of age and read English at a basic level. Course costs include: books, state exam fees, and class materials.

**Tuition: \$10      Fee: \$396**

ZINS-012-0055	MTW 10/7-10/9 (3 sessions)	
	8:30 am-3:00 pm	ONLINE
	An additional three required self-paced hours must be completed by 12/5.	

### Insurance Help Desk Professional Certificate with Life, Accident and Health

Become well-versed and knowledgeable in the insurance field so you are able to provide customers with an exceptional help desk experience. Gain theory and practical experience in the areas of consultancy, customer service, front-line underwriting, quotations, claims, and agency management systems. The course follows a remote synchronous learning model delivered by Enterprise Training School, Inc. Coursework prepares students to sit for Maryland state licensing exams in Life, Accident and Health specializations. Must be 17.5 years of age and read English at a basic level. Course costs include: books, state exam fees and class materials.

**Tuition: \$10      Fee: \$266**

ZINS-013-0056	MT 10/20-10/21 (2 sessions)	
	8:30 am-4:00 pm	ONLINE
	An additional seven required self-paced hours must be completed by 12/19.	

## NONPROFIT MANAGEMENT

### A to Z Grant Writing

Find out how to research and develop relationships with potential funding sources, organize grant writing campaigns and prepare a gold-medal proposal package that will capture the attention and support of donors. [This is a six-week online course.](#) *Must have access to a word processor application like MS Word (not included in enrollment).* *Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.*

**Tuition: \$33      Fee: \$95**

ZNPT-021-4022	9/11	ONLINE
ZNPT-021-4023	10/16	ONLINE
ZNPT-021-4024	11/13	ONLINE
ZNPT-021-4025	12/18	ONLINE

# BUSINESS AND LEADERSHIP

## Starting a Nonprofit

Interested in forming a new nonprofit, converting an informal group to tax-exempt status or reorganizing an existing organization? Learn practical how-to information about incorporation, organization and other issues pertinent to anyone involved with a nonprofit start-up. [This is a six-week online course.](#) *Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.*

<b>Tuition: \$33</b>	<b>Fee: \$95</b>	
ZNPT-025-4090	9/11	ONLINE
ZNPT-025-4091	10/16	ONLINE
ZNPT-025-4092	11/13	ONLINE
ZNPT-025-4093	12/18	ONLINE

## Nonprofit Fundraising Essentials

Explore the skills you'll need to become a successful fundraiser. Find out what the best corporate and foundation fundraising jobs are and how to apply for them. Topics include: special events, capital campaigns, and annual gifts. [This is a six-week online course.](#) *Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.*

<b>Tuition: \$33</b>	<b>Fee: \$95</b>	
ZNPT-038-4082	9/11	ONLINE
ZNPT-038-4083	10/16	ONLINE
ZNPT-038-4084	11/13	ONLINE
ZNPT-038-4085	12/18	ONLINE

## WRITING

### Effective Business Writing

Whether you're a clerical worker, an engineer or an executive, if you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you'll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word. [This is a six-week online course.](#) *Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.*

<b>Tuition: \$33</b>	<b>Fee: \$95</b>	
ZWRI-016-4054	9/11	ONLINE
ZWRI-016-4055	10/16	ONLINE
ZWRI-016-4056	11/13	ONLINE
ZWRI-016-4057	12/18	ONLINE

### Write and Publish Your Nonfiction Book

Become a professional author or advance your career by learning to write, edit and publish nonfiction books of all types. Apply the strategies and techniques you will need to finish and publish your own book. [This is a six-week online course.](#) *Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.*

<b>Tuition: \$33</b>	<b>Fee: \$95</b>	
ZWRI-027-4102	9/11	ONLINE
ZWRI-027-4103	10/16	ONLINE
ZWRI-027-4104	11/13	ONLINE
ZWRI-027-4105	12/18	ONLINE

### Beginning Writer's Workshop

Move your work from the prewriting stage to editing and finally to becoming a published author! Learn literary techniques, peer review a classmate's work and receive constructive criticism on your own writing. [This is a six-week online course.](#) *Must have access to a word processor application like MS Word (not included in enrollment) and download QuickTime. Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.*

<b>Tuition: \$33</b>	<b>Fee: \$95</b>	
ZWRI-031-4018	9/11	ONLINE
ZWRI-031-4019	10/16	ONLINE
ZWRI-031-4020	11/13	ONLINE
ZWRI-031-4021	12/18	ONLINE

### Are you bilingual and interested in becoming a Community or Medical Interpreter?



Professional interpreters provide communication services to English Language Learners with limited English proficiency in speaking and listening. Interpreters can communicate what is being told to them by service providers, etc.

In partnership with Cross-Cultural Communications, we are offering a 40-hour qualified online community interpreter training in a self-paced instructor-moderated format. This course promotes national ethics and standards of practice in the field and can prepare interpreters to take national interpreter certification.

**Start Anytime!**

**The cost of the course is \$395**

Contact us at 410-334-2815 for more information or go to [www.worwic.edu/non-credit](http://www.worwic.edu/non-credit) to register and choose the Communications Studies dropdown under the Business and Leadership option. Funding is available if you are working with a nonprofit organization. Go to [www.cfes.org/nonprofit-scholarship-application](http://www.cfes.org/nonprofit-scholarship-application) to apply.





## SCHOLARSHIP OPPORTUNITIES FOR NONPROFITS

The Community Foundation of the Eastern Shore is offering scholarships for nonprofit organizations in Somerset, Wicomico and Worcester counties to cover the cost of tuition for the following courses:

- Accounting Basics
- A to Z Grant Writing
- Become Proficient in PDF's
- Business Budgeting for Beginners
- Business Finance for Non-Finance Personnel
- Community Interpreter Training
- Creating a Successful Business Plan
- Creating WordPress Websites
- Discover Sign Language
- Effective Business Writing
- Effective Leadership in Action
- Getting Started with QuickBooks Online
- Integrating AI in the Workplace
- Microsoft Excel: Level I
- MS Excel: I
- MS Excel: II
- MS Excel: III
- Nonprofit Fundraising Essentials
- Speed Spanish
- Start a Side Business on Etsy
- Starting a Nonprofit
- Understanding the HR Function
- Using Social Media in Business
- Write Effective Web Content

Scholarships for online classes (ed2go) will be provided on a case-by-case basis. If you have a unique need for a course not listed here, please contact the Community Foundation. Textbooks are not covered by this scholarship and will be the responsibility of the applicant. To be eligible for this program, applicants must be currently employed by or active volunteers in an IRS designated 501(c)(3) charitable organization located in Somerset, Wicomico or Worcester County.

A copy of the program guidelines and application procedures are available on the foundation's website at [www.cfes.org](http://www.cfes.org) or by contacting the program officer at 410-742-9911. Please note that applications are considered on a first-come, first-served basis.

## ONLINE CHILD CARE COURSES

Earn the necessary credentials to begin your career in child care and meet the Maryland State Department of Education (MSDE) Office of Child Care (OCC) licensing requirements.

To meet the 99-hour child care certification requirement needed to work as a director or a senior staff in a child care center, students must complete:

- **Child Growth and Development (45 hours), AND**
- **Communication Skills for Child Care Professionals (9 hours)**

**AND** one of the following 45-hour courses depending on the age of the child you work with:

- **Infant and Toddler (45 hours) OR**
- **Preschool Curriculum and Activities (45 hours) OR**
- **School Age Child Care Curriculum (45 hours)**

Access to a computer, the internet and email are required. You must register by the start date.

Child Care Teacher (Infant/Toddler, Preschool or School Age) Courses:

- Child Care Administration (45 hrs) – \$280  
10/10-11/28
- Child Growth and Development (45 hrs) – \$280  
9/6-10/25  
10/11-11/29
- Infant and Toddler Care (45 hrs) – \$280  
9/9-10/28  
10/7-11/25
- Preschool Curriculum and Activities (45 hrs) – \$280  
9/9-10/28  
10/7-11/25
- School Age Child Care Curriculum (45 hrs) – \$280  
9/11-10/30  
10/9-11/27
- Communication Skills for Child Care Professionals (9 hrs) – \$130  
10/28-11/11



# CHILD CARE

## ONLINE CONTINUING EDUCATION CREDENTIAL BOOSTER COURSES

Boost your child care credentials and complete courses at your own pace! Child care providers, directors and teachers must take 12 clock hours of continued training annually with a minimum of six clock hours in the core of knowledge areas.

Aides must take six clock hours of continued training annually with a minimum of three clock hours in the core of knowledge areas.

Credential boosters are classes that are identified by MSDE in the staff credential modifications for levels two, three and four. Registration opens on March 6. Class begins between August 30 and December 3.

### 5-HOUR BOOSTERS - \$89

Basic Health and Safety Training

### 3-HOUR BOOSTERS - \$74

Conflict Resolution Strategies  
Including All Children and the ADA  
Support Breastfeeding in Child Care

You can register online by going to the child care section of [worwic.edu/non-credit](http://worwic.edu/non-credit). The course starts once you log in for the first time. No refunds or transfers after this date.

Most courses have a required textbook that can be purchased online.

## EDUCATOR TRAINING

### Medication Administration **NEW!**

Provides child care personnel with an overview of medication administration procedures in child care centers and family day care homes. Topics include: practices and procedures for administering over the counter and selected prescription medications to children in day care in accordance with state child care licensing requirements, observation methods, recording procedures, forms, schedules and safe handling techniques. A certificate is awarded upon completion of the course in addition to passing content and skill tests. Instructor for all sessions: Shelby Laque

	<b>Tuition: \$64</b>	<b>Fee: \$16</b>	
ZEDU-081-0001	S 9/14 (1 session)	8:00 am-3:00 pm	FOH 103C
ZEDU-081-0002	S 10/12 (1 session)	8:00 am-3:00 pm	FOH 103C
ZEDU-081-0003	S 11/9 (1 session)	8:00 am-3:00 pm	FOH 103C



If you are interested in opening a licensed daycare in your home, contact the Maryland State Department of Education Office of Child Care Region 9 (Lower Shore office) at [occ9wic.msde@maryland.gov](mailto:occ9wic.msde@maryland.gov) or call 410-713-3430 and take:

Family Child Care  
Pre-Service Course (24 hrs) – \$280  
8/30-12/13

Registration for this course closes December 3.

# COMPUTERS AND TECHNOLOGY

## ACCOUNTING SOFTWARE

### Getting Started with QuickBooks Online

Get hands-on experience using QuickBooks Online to manage your business' finances-from recording income and expenses to entering checks and bank transfers to setting up a chart of accounts. You'll see how to reconcile your checking account and manage credit card and loan payments. Learn how to create and print invoices, receipts and statements. Track your payables, inventory and receivables; create estimates and much more. Get all the advantages of computing in the cloud so that your files will be available to you virtually anytime, anywhere. Instructor: Andrea Kenney

**Tuition: \$234 Fee: \$16**  
ZACC-049-0043 W 10/16-12/11 (8 sessions)  
6:15 pm-9:00 pm FOH 301  
No class on 11/27.

## ARTIFICIAL INTELLIGENCE

### Integrating AI in the Workplace **NEW!**

Gain a foundational understanding of how to apply artificial intelligence (AI) to daily business tasks, automate repetitive tasks and streamline workflows. Explore the strategic use of AI technologies to enhance decision-making, improve efficiency and drive innovation. Learn strategies for responsible AI adoption in business settings. Instructor: Perry Angelonga

**Tuition: \$59 Fee: \$16**  
ZAIN-001-0045 MW 12/2-12/4 (2 sessions)  
1:00 pm-4:00 pm FOH 301

## DESKTOP PUBLISHING, GRAPHICS & IMAGING

### Becoming Proficient in PDF's using Adobe Acrobat Pro DC

Learn how to effectively navigate Adobe Acrobat Pro DC and take advantage of the functionality and features available in this powerful program. Become an expert at creating, editing and formatting PDF documents. Discover how to edit a scanned file with OCR and create interactive PDF forms to collect information easily. Instructor: Perry Angelonga

**Tuition: \$59 Fee: \$16**  
ZIMG-058-0012 F 11/1 (1 session)  
9:00 am-4:00 pm FOH 308

### Laser Cutting Basics with Illustrator **NEW!**

Unlock the potential of Adobe Illustrator as a powerful tool for crafting precision designs compatible with laser cutting technology. Learn intricacies of Adobe Illustrator, gaining proficiency in manipulating vectors, creating simple and more complex shapes, and implementing precise measurements. Whether you're a seasoned graphic designer or novice, join us to elevate your design capabilities to new heights. Students must have an adobe account for class. Instructor: Stacy Mitchell

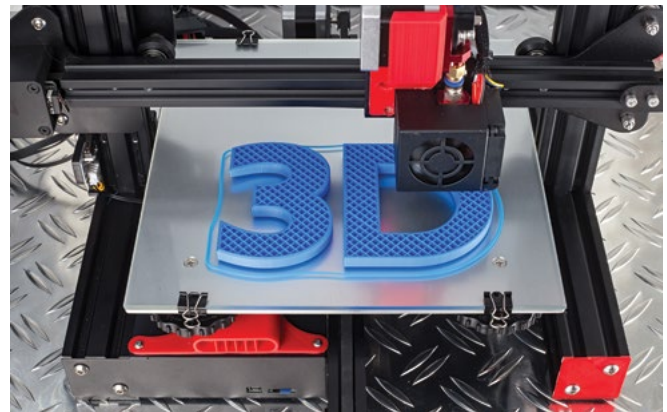
**Tuition: \$64 Fee: \$26**  
ZIMG-060-0044 M 11/18-12/2 (3 sessions)  
5:30 pm-7:30 pm GTC 202

## 3D PRINTING

### 3D Modeling and Printing Fundamentals **NEW!**

Explore the principles of 3D design, from computer modeling to the final product. Get started with Tinkercad by learning its basics and creating your design. Test and modify your creation and discover how professionals use Tinkercad in various fields. Use UltiMaker Cura to finetune your models and obtain the best slicing results. Finally, take your design to our UltiMaker 3D printer to manufacture your prototype. Instructor for all sessions: Perry Angelonga

**Tuition: \$53 Fee: \$16**  
ZMKR-001-0018 T 9/24-10/1 (2 sessions)  
5:00 pm-7:30 pm GTC 104A  
ZMKR-001-0019 M 12/9-12/16 (2 sessions)  
5:00 pm-7:30 pm GTC 104A



## MICROSOFT OFFICE FAST-TRACK SEMINARS

The college uses Microsoft Office 2021, but users of Office 2016, 2019 and Microsoft 365 will benefit from taking these courses.

### Microsoft Excel: Level I

Master the basics of Excel in the workplace. Enter and edit data, select cells and ranges and print worksheets. Work with formulas and functions to create business worksheets. Use multiple commands to format and modify cells, columns and rows. Create basic charts and graphs. Learn to freeze panes, use the If function, and sort and filter to manipulate large data-sheets. *Prerequisite: Windows and basic computer experience.* Instructor: Perry Angelonga

**Tuition: \$133 Fee: \$16 Text Required**  
ZOFC-209-0021 Th 10/10-11/7 (5 sessions)  
5:30 pm-8:00 pm FOH 308



## SENIORS ONLY

### Getting Started with Computers for Seniors: Part I (Version Windows 10/11 and Office 2019/365)

Define basic computer concepts and terminology and explain various hardware and software. Become confident using the mouse, keyboard and cursor to navigate around your desktop, windows and text boxes. Identify Windows settings to customize the Desktop, Taskbar and Start Menu. Find out how to browse, open and rename a file. Use Microsoft Word for the Web to create and edit a document. Explore the internet and webmail. Learn how to open and save email attachments. Use web video conferencing and understand how to be safe while online. [This course will require using a free Microsoft account.](#)  
Instructor: Perry Angelonga

<b>Tuition: \$0</b>	<b>Fee: \$16</b>	<b>Text Optional</b>
ZCSR-015-9004	TTh 11/5-11/19 (5 sessions)	
	1:30 pm-4:00 pm	ORGC Berlin

### Getting Started with Computers for Seniors: Part II (Version Windows 10/11 and Office 2019/365)

Navigate your smartphone or tablet. Explore the basics of Microsoft Word, Excel and PowerPoint for the Web to create letters, flyers, simple spreadsheets and basic presentations. Revisit file management and learn how to create an organized file structure. Find out how to keep yourself safe from hackers, scams and computer viruses. *Prerequisite: experience using a mouse, navigating within Windows and Microsoft Word basics or completion of "Getting Started with Computers for Seniors: Part I."* [This course will require using a free Microsoft account.](#)  
Instructor: Perry Angelonga

<b>Tuition: \$0</b>	<b>Fee: \$16</b>	
ZCSR-016-9005	TTh 12/3-12/17 (5 sessions)	
	1:30 pm-4:00 pm	ORGC Berlin

### Cyber Security for Seniors

Learn how to create strong and effective passwords and how to locate lost or stolen devices. Recognize and avoid phishing techniques, scam emails, and fake social media accounts. Learn how to protect your privacy on smartphones, tablets, and computers. Store data, documents and other files safely in the cloud. Discuss, VPN's, password managers, malware scanning and removal software. Instructor: Perry Angelonga

<b>Tuition: \$0</b>	<b>Fee: \$16</b>	
ZCSR-017-9006	Th 9/19-10/3 (3 sessions)	
	1:30 pm-4:00 pm	ORGC Berlin

## SOCIAL MEDIA AND VIDEO

### Using Social Media in Business

Whether you consider yourself a social media novice or a seasoned veteran, leverage social media to connect with new customers, advertise products and promote your brand. Explore the five most popular social media platforms - Facebook, Twitter, LinkedIn, Pinterest, and Instagram - to grow and promote your business. [This is a six-week online course.](#)  
*Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.*

<b>Tuition: \$33</b>	<b>Fee: \$95</b>	
ZSOC-006-4098	9/11	ONLINE
ZSOC-006-4099	10/16	ONLINE
ZSOC-006-4100	11/13	ONLINE
ZSOC-006-4101	12/18	ONLINE

## UNCREWED AIRCRAFT SYSTEMS

### UAS (Drone) FAA Remote Pilot Certification Prep and Flight Training

In partnership with Sentinel Robotic Solutions (SRS), become a certified Remote Pilot with a small Uncrewed Aircraft Systems (sUAS) rating, which is a requirement for any commercial or business use of drones. Industries using drones include real estate, construction, insurance/property inspection, agriculture, advertising/media, public safety, photography/videography, construction and delivery. Focus on the new Federal Aviation Administration (FAA) rules and regulations and aeronautical knowledge required for the safe operation of Uncrewed Aerial Vehicles (UAVs) operating in the National Airspace (NAS). Prepare to successfully pass the comprehensive FAA Knowledge test (Part 107). Includes hands-on flight training using professional-grade drones, access to UAS flight simulation software and controller, and a tour of the Salisbury Regional Airport UAS hanger. Certification testing must be administered at an authorized FAA Knowledge Testing Center and is not included in the cost of the class. Instructor: Jason Taylor

<b>Tuition: \$461</b>	<b>Fee: \$557</b>	
ZUAS-005-0111	MWF 9/30-10/16 (10 sessions)	
	4:30 pm-9:00 pm	FOH 211
	Class will also meet S 10/5 and 10/12, 8:30 am-12:30 pm.	

# COMPUTERS AND TECHNOLOGY

## WEB DESIGN

### Creating WordPress Websites

Learn how to set up a website or blog for your organization using wordpress.com. Create pages and posts, add images and videos, change a site's look and feel and include user-friendly features. Organize a blog or website, create appealing content and achieve better positions on search engine results pages. [This is a six-week online course.](#) *Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.*

**Tuition: \$33      Fee: \$95**

ZWEB-043-4046	9/11	ONLINE
ZWEB-043-4047	10/16	ONLINE
ZWEB-043-4048	11/13	ONLINE
ZWEB-043-4049	12/18	ONLINE

### Write Effective Web Content

Develop a website writing style that speaks to your readers and ensures that your content is clear and understandable. Convey the right "feel" through your content, get conversations going with your visitors and produce better search engine rankings.

[This is a six-week online course.](#) *Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.*

**Tuition: \$33      Fee: \$95**

ZWEB-058-4106	9/11	ONLINE
ZWEB-058-4107	10/16	ONLINE
ZWEB-058-4108	11/13	ONLINE
ZWEB-058-4109	12/18	ONLINE



## FREE COMPUTER TRAINING FOR UNEMPLOYED

Set your own schedule and start building your resume by updating the computer skills needed in today's workforce.

Getting started? Take:

- Keyboard Skills **OR**
- Foundations of Computers and the Web: Keyboarding, Windows and Word **NEW!**

Move on to the next level and earn a non-credit Workforce Training Certificate in Computer and Office Technology Essentials by taking:

- Introduction to Computers & Technology I
- Introduction to Computers and Technology II
- Applied Computers & Technology

Need specific skills? Take:

- Microsoft Word Level II or Microsoft Excel Level II

To participate, individuals must go to the Lower Shore American Job Center (AJC) to obtain a referral to the computer training lab, located at 31901 Tri-County Way (off Walston Switch Rd on the north side of Rt. 50). Contact the Lower Shore AJC at 410-341-6515 for information on how to obtain a referral or for hours of operation.

Lab Hours:  
Monday and Wednesday,  
8:30 am to 12:30 pm  
and 1:30 to 4:30 pm  
Tuesday and Thursday,  
12:30 to 4:30 pm



This program is fully supported by a grant provided by the American Rescue Plan Act of 2021.

*Choose from hundreds of online offerings!*

## ed2go ONLINE CLASSES

Affordable education! \$114 for most courses!  
Flexible scheduling within a six-week course timeline.

Go to [www.ed2go.com/worwic](http://www.ed2go.com/worwic) for complete course offerings.

Upcoming class start dates:  
9/11, 10/16, 11/13 and 12/18

Courses are available in the following areas:

- Arts & Design
- Accounting & Business
- College Readiness & Test Prep
- Computer Applications
- Health & Fitness
- IT Certification Prep
- Personal Career Development
- Writing and Publishing
- and more!


## ed2go | career ONLINE CAREER TRAINING

Comprehensive online courses through ed2go career are designed to provide advanced online training and will prepare you for industry certifications and jobs. Courses are on-demand and do not have a set start date. You can begin whenever you choose and complete lessons at your own pace. All textbooks are included in the cost and will be mailed to you.

Go to [www.careertraining.ed2go.com/worwic](http://www.careertraining.ed2go.com/worwic) to locate a career training program.

Courses are available in the following areas:

- Arts & Design
- Business
- Computer Applications
- Computer Science
- Construction & Trades
- Health & Fitness
- Hospitality
- Information Technology
- Legal
- Writing
- and more!

Some courses may be eligible for financial assistance. Call us at 410-334-2815 or go to [worwic.edu/Financial-Assistance](http://worwic.edu/Financial-Assistance) for more information. 



Improve your business and professional skills with online continuing education certificates and courses. Choose a certificate series or take each course separately.

Go to [www.worwic.edu/ugc](http://www.worwic.edu/ugc) for complete certificate offerings.

Upcoming start dates:  
9/3, 10/7 and 11/4

Some of the workforce training certificates and courses offered include:

- Business Writing
- Data Analysis
- Digital Marketing
- Leadership Development
- Nonprofit Administration
- Online Teaching
- Project Management
- Workplace Communication

## Map out your path



**Fill out an admission application (scan code)**

After submitting your admissions application, you will receive an email with welcome information.

**Complete a career assessment**

Review the welcome email and complete the career assessment step.

**Meet with an enrollment coach**

To make an appointment with an enrollment coach, use the link to the online scheduling system that is found in the welcome e-mail.

### REGISTRATION STEPS FOR ALLIED HEALTH STUDENTS (NON-CREDIT)

Our registration process for students in the following courses gives you the support you need to succeed in class and in your career:

- Certified/Geriatric Nursing Assistant (CNA/GNA)
- Dental Assistant
- Medical Coding & Billing
- Personal Trainer
- Phlebotomy Technician

Specifically, non-credit students starting one of the career paths listed above must fulfill the following additional requirements prior to registration:

1. Fill out an admission application;
2. Complete a career assessment; and
3. Meet with an enrollment coach to discuss career choices and tuition assistance plus schedule placement testing if needed.

These requirements are in addition to any course-specific prerequisites such as placement testing and attending mandatory information sessions.

We encourage you to review and fulfill all course requirements as soon as possible in order to secure your seat in class.

For more information, visit [worwic.edu](http://worwic.edu) or call 410-334-2815.

### FALL 2024 MANDATORY INFORMATION SESSIONS

Students interested in the following courses must attend an information session prior to registration:

- Certified/Geriatric Nursing Assistant (CNA/GNA)
- Dental Assistant
- Personal Trainer
- Phlebotomy Technician

We will continue to offer our information sessions via Zoom. Allied health staff will go over training requirements including criminal background checks and drug screens, prerequisites, placement tests, course content, criteria for course completion and resources for financial assistance. The required placement tests are free and should be taken as early as possible prior to registration. Call 410-334-2843 for a testing center appointment.

Information sessions will be organized by individual training area. Each session will be opened 10 minutes prior to the starting time. Join the earliest session so that you can make an informed decision about pursuing your career path without delaying your registration. Session dates, times and links are listed beside each training.



**Attend a mandatory information session**

**Complete placement testing**

**Complete your course application**



Current information sessions and zoom links are listed in the schedule.

Your course application will be reviewed. Space is limited and all course requirements must be met before being registered.



## COVID-19 NOTICE

Per the Centers for Disease Control and Prevention (CDC), health care personnel continue to be on the front line of the nation's fight against COVID-19. All healthcare personnel are recommended to get vaccinated against COVID-19. Please be aware that COVID vaccine policies may differ on a local, state or national level regarding vaccine mandates and/or weekly testing for unvaccinated students. For the most current information, please attend a mandated information session for the training in which you are interested. According to the CDC, an individual is fully vaccinated two weeks after their second dose in a two-dose series, or two weeks after a single-dose vaccine. In some clinical settings, a booster vaccine may be required if the initial vaccine was administered six months or more ago. Students who decline to follow vaccine policies may not be able to register for clinical courses.

# HEALTH CARE

## CERTIFIED NURSING ASSISTANT



### CNA Mandatory Information Sessions

T 8/6	2:00-3:00 p.m.
Th 8/15	2:00-3:00 p.m.
W 8/28	10:00-11:00 a.m.
W 9/4	10:00-11:00 a.m.
W 9/18	10:00-11:00 a.m.
W 10/9	10:00-11:00 a.m.
W 10/23	10:00-11:00 a.m.
W 11/13	10:00-11:00 a.m.
W 12/11	10:00-11:00 a.m.

[www.worwic.edu/zoom/cna](http://www.worwic.edu/zoom/cna)

### Certified Nursing Assistant-Part I

Designed to provide classroom and “hands-on” experience. Includes basic knowledge of health care team roles, communication skills, life span, and death and dying. Covers body systems, chronic and acute conditions, rehabilitation and nutrition. Learn medical terms and abbreviations, treatment protocols, how to assist with personal care and activities of daily living. Develop “hands-on” skills competency in a clinical lab. Approved by the Maryland Board of Nursing. Complete “Certified Nursing Assistant- Parts I and II” and automatically qualify to apply to the Board of Nursing for certification and gain eligibility to take the Geriatric Nursing Assistant examination. Fee includes required drug screen and background check. Go to [www.mbon.org](http://www.mbon.org) for eligibility requirements to become a certified nursing assistant. Before you can advance to CNA Part II, AHA BLS certification, medical clearance, clean background check and negative drug screen will be required. *Prerequisite: minimum reading comprehension and arithmetic requirements. Students must be able to lift, push and pull a minimum of 50 pounds without restriction.*

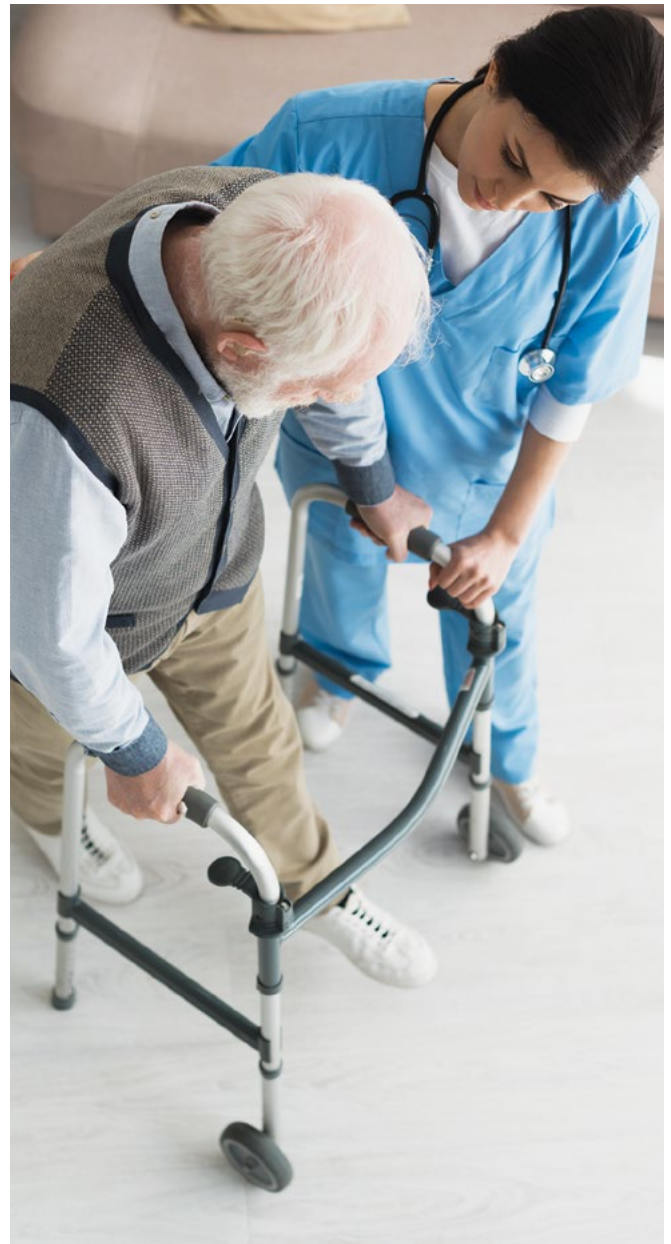
### Certified Nursing Assistant-Part II

Forty hours of clinical experience in a long-term care setting. Candidates will practice skills, work in a health care team setting and become familiar with caring for the elderly and infirm. *Prerequisite: must take “Certified Nursing Assistant-Part II”; within six months of completing “Certified Nursing Assistant-Part I.” Students must be able to lift, push and pull a minimum of 50 pounds without restriction.*

## BLS FOR CNA

### Basic Life Support for Certified Nursing Assistants

This course reflects changes made in the 2020 AHA Guidelines Update and will teach certified nursing assistant students the basic life support skills for application in community health and hospital/facility settings, such as a nursing home or primary care setting. Focus is on high-quality BLS for adults, children, and infants, improvement of chest compression fraction, and high-performing team dynamics. Students will also learn how to use an AED and a barrier device. Instructor for all sessions: Ruth Gaudreau



## CERTIFIED NURSING ASSISTANT SCHEDULE OF CLASSES

Participants should complete the following three courses within the same session: “Certified Nursing Assistant (CNA) — Part I,” “Basic Life Support (BLS)” and “CNA — Part II.” Students must attend 100% of “CNA — Part II” and BLS course hours.

### SESSION I

#### Certified Nursing Assistant—Part I

<b>Tuition: \$852</b>	<b>Fee: \$236</b>	<b>Text Required</b>	
ZCNA-008-0047	M-Th 9/9-10/10 (20 sessions)	8:00 am-12:00 pm	HH 200/202

#### Basic Life Support (BLS)

Instructor for both sessions: Ruth Gaudreau

<b>Tuition: \$51</b>	<b>Fee: \$30</b>	<b>Text Required</b>	
ZBLC-001-0048	F 9/20 (1 session)	8:00 am-1:00 pm	SH 100
ZBLC-001-0049	F 9/27 (1 session)	8:00 am-1:00 pm	SH 100

#### Certified Nursing Assistant—Part II

<b>Tuition: \$511</b>	<b>Fee: \$16</b>		
ZCNA-009-0050	M-F 10/14-10/18 (5 sessions)	7:00 am-3:30 pm	Nursing Home TBD
	M-T 10/21-10/22 (2 sessions)	8:00 am-12:00 pm	HH 200/202
	<i>Clinical start times may vary, depending on the clinical site.</i>		

### SESSION II

#### Certified Nursing Assistant—Part I

<b>Tuition: \$852</b>	<b>Fee: \$236</b>	<b>Text Required</b>	
ZCNA-008-0051	M-Th 10/28-12/3 (20 sessions)	8:00 am-12:00 pm	HH 200/202
	No class on 11/27 and 11/28		

#### Basic Life Support (BLS)

Instructor for both sessions: Ruth Gaudreau

<b>Tuition: \$51</b>	<b>Fee: \$30</b>	<b>Text Required</b>	
ZBLC-001-0052	F 11/8 (1 session)	8:00 am-1:00 pm	SH 100
ZBLC-001-0053	F 11/15 (1 session)	8:00 am-1:00 pm	SH 100

#### Certified Nursing Assistant—Part II

<b>Tuition: \$511</b>	<b>Fee: \$16</b>		
ZCNA-009-0054	M-F 12/9-12/13 (5 sessions)	7:00 am-3:30 pm	Nursing Home TBD
	M-T 12/16-12/17 (2 sessions)	8:00 am-12:00 pm	HH 200/202
	<i>Clinical start times may vary, depending on the clinical site.</i>		

#### Criminal history check required for CNAs

The Maryland Board of Nursing (MBON) requires a criminal history records check for all certified nursing assistants (CNAs). If the background check indicates arrests and/or convictions, additional information will be requested from the applicant. A MBON pre-licensure committee will review all information and will forward a report to the MBON for a decision. The MBON may deny licensure of an applicant, license the applicant with or without probation or issue charges against a renewal applicant.

Approval for certification is completed by the MBON. The staff at Wor-Wic is unable to tell you if your background will be accepted for certification. If you have any disciplinary action against you in the State of Maryland or any other state, under any name, you are advised to contact the MBON with your questions before registering for the certified nursing assistant training. Email: [mdbon.disc-cna@maryland.gov](mailto:mdbon.disc-cna@maryland.gov) A background check is also required prior to your clinical rotation. This cost is included in the course fee.

Go to [www.mbon.org](http://www.mbon.org) for eligibility requirements to become a certified nursing assistant.

## DENTAL ASSISTING

### Mandatory Information Sessions

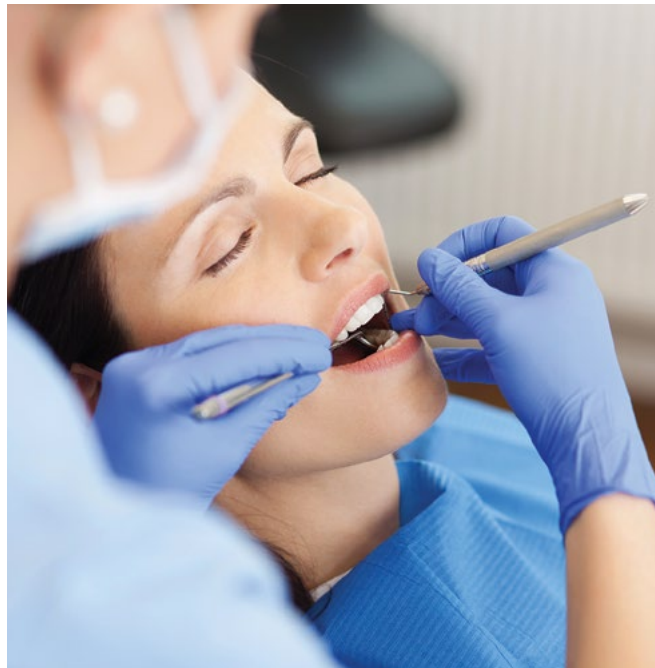
M	7/8	10:00-11:00 am
M	8/12	10:00-11:00 am
T	8/27	10:00-11:00 am
T	9/10	10:00-11:00 am
T	10/22	10:00-11:00 am
T	11/12	10:00-11:00 am
T	12/3	10:00-11:00 am

[www.worwic.edu/zoom/dentalassistant](http://www.worwic.edu/zoom/dentalassistant)

### Dental Assistant-Introduction

Prepare for a career in the dentist's office with classroom instruction and 20 hours of clinical experience in a local dental setting. Learn the fundamentals of chairside dental assisting. Develop skills in sterilization and disinfection using dental materials. Knowledge of medical terminology is highly recommended. Go to [www.danb.org](http://www.danb.org) for eligibility requirements to become a Certified Dental Assistant. *Prerequisite: minimum reading comprehension and arithmetic requirements. Students must be available for four to six consecutive days in order to complete 20 clinical hours in four- or eight- hour increments including mandatory clinical site orientation. Clinical rotation will not be scheduled until all required medical documentation is submitted and clean background check is received. Clinical hours must be completed before student can begin the "Radiology for Dental Assistants" course.* Course fee includes cost for liability insurance. Instructor: Cheree' Robinson

<b>Tuition: \$769</b>	<b>Fee: \$86</b>	<b>Text Required</b>
ZDNT-009-0073	MW 9/9-11/13 (19 sessions) 5:30 pm-8:30 pm	HH 105



### Radiology for Dental Assistants

Gain the technical and clinical knowledge necessary to register with the Maryland Board of Dental Examiners as a Dental Radiation Technologist. Evaluate radiographic images for diagnostic value. Study quality assurance and radiology regulations. Become familiar with current American Dental Association guidelines for radiation safety for patients and operators. Beneficial in preparing for the DANB Radiation Health and Safety Certification (RHS) component of the Certified Dental Assistant (CDA) exam, which is required to practice dental radiology in Maryland. The Maryland Board of Dental Examiners has approved this course. *Prerequisite: "Dental Assisting-Introduction"; within the last six months or a letter submitted at registration that is signed by a licensed dentist on company letterhead verifying employment as a dental assistant for at least six months.* Instructor: Donna Ervin

<b>Tuition: \$479</b>	<b>Fee: \$70</b>	<b>Text Required</b>
ZDNT-008-0074	MW 9/9-11/6 (18 sessions) 5:30 pm-8:00 pm	FOH 304

### DISPENSARY TECHNICIAN

#### Dispensary Technician I

There are already over 100 medical cannabis dispensaries in Maryland and demand for qualified Dispensary Technicians is increasing. Learn the Dispensary Technician's role, practice professional skills and responsibilities and cover Maryland regulations for dispensary operations. Class sessions are conducted remotely via Zoom. You will receive the link and login instructions one week before the class begins. After completion of Parts I and II, students are ready to begin as an entry level Dispensary Technician. *Prerequisite: Per Maryland law students must be at least 21 years of age with no criminal record.*

<b>Tuition: \$100</b>	<b>Fee: \$351</b>	
ZDTC-001-0067	MW 9/9-10/28 (15 sessions) 6:30 pm-8:30 pm	REM Site

#### Dispensary Technician II

Focus on medicinal knowledge, patient care and education aspects of the Dispensary Technician's role. Topics include recent research on medical cannabis, medicinal properties of cannabis and managing the patient experience. Class sessions are conducted remotely via Zoom. You will receive the link and login instructions one week before the class begins. After completion of Parts I and II, students are ready to begin as an entry level Dispensary Technician. *Prerequisite: Per Maryland law students must be at least 21 years of age with no criminal record.*

<b>Tuition: \$100</b>	<b>Fee: \$351</b>	
ZDTC-002-0068	MW 11/4-12/23 (15 sessions) 6:30 pm-8:30 pm	REM Site

## EMERGENCY TRAINING



We are continually monitoring the evolving COVID situation and will follow the strictest safety and decontamination procedures as classes continue. Call 410-334-2815 for additional information.

### Basic Life Support (BLS)

This instructor-led course reflects the 2020 AHA Guidelines Update and teaches the basic life support skills for application in community health and hospital/facility settings, such as a dentist office, skilled nursing facility and assisted-living facility. The focus is on high-quality CPR, improvement of chest compression fraction and high-performing team dynamics. This BLS course offers content representing the latest resuscitation science for improved patient outcomes as well as realistic scenarios, simulations and animations depicting rescuers, teams and patients. Learn to recognize the signs of someone needing CPR, perform high-quality CPR for an infant, child and adult, appropriately use an AED and relieve foreign-body airway obstruction for an infant, child or adult. Students must attend 100% of course hours. Card valid for two years. Instructor for all sessions: Ruth Gaudreau

Tuition: \$51	Fee: \$30	Text Required
ZBLS-004-0063	S 9/21 (1 session) 8:00 am- 1:00 pm	SH 100
ZBLS-004-0064	S 10/12 (1 session) 8:00 am- 1:00 pm	SH 100
ZBLS-004-0065	S 11/9 (1 session) 8:00 am- 1:00 pm	SH 100
ZBLS-004-0066	S 12/4 (1 session) 8:00 am- 1:00 pm	SH 100

### Basic Life Support (BLS) Renewal

This course is for current BLS providers who need to renew their BLS skills and BLS Provider course completion card. This video-based, instructor-led course features accelerated content that is designed for learners with existing BLS knowledge, allowing for time efficiency while teaching both single-rescuer and team basic life support skills for application in both in-facility and prehospital settings. Students must submit current original (no copies) American Heart Association Healthcare Provider card at the time of registration. Students must attend 100% of course hours. Card valid for two years. Instructor for both sessions: Ruth Gaudreau

Tuition: \$40	Fee: \$30	Text Required
ZBLS-006-0060	S 10/19 (1 session) 8:00 am-12:00 pm	SH 100
ZBLS-006-0061	S 12/7 (1 session) 8:00 am-12:00 pm	SH 100

### Heartsaver First Aid CPR AED

This is an instructor-led course that teaches critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives. Students learn skills such as how to treat bleeding, sprains, broken bones and shock. This course also teaches adult CPR and AED use. This course is for anyone with limited or no medical training who needs a course completion card in first aid and/or CPR AED to meet job, regulatory or other requirements. Students must attend 100% of course hours. Card valid for two years. Instructor: Ruth Gaudreau

Tuition: \$69	Fee: \$30	Text Required
ZFCA-001-0062	F 10/18 (1 session) 8:30 am-4:00 pm	SH 100

## FITNESS TRAINING



### Personal Trainer Information Session

Th 7/11	10:00-11:00 am
T 8/20	10:00-11:00 am
Th 9/12	10:00-11:00 am
T 9/24	10:00-11:00 am
W 12/4	10:00-11:00 am

[www.worwic.edu/zoom/personaltrainer](http://www.worwic.edu/zoom/personaltrainer)

### Personal Trainer National Certification

Turn your passion into a career. The W.I.T.S. hybrid personal trainer course includes short, impactful online videos to help you become successful in the fitness industry. Cover how the body functions under the stresses of exercise. Learn exercise physiology, kinesiology, equipment usage, health assessment, nutrition and more. Participate in drills, practice quizzes, discussion boards and much more. Interact with veteran fitness mentors. Our supplemental internship program walks you into some great job opportunities. You'll be ready to work as a Level 1 Certified Personal Trainer after passing the final exams with proof of CPR/AED certification. Take advantage of an additional 30-hour employer internship to receive the more advanced Level 2 Certified Personal Trainer credential at no additional cost.

Tuition: \$200	Fee: \$651	Text Required
ZFIT-004-0075	T 10/5-11/16 (12 sessions) 6:30 pm-9:30 pm	ONLINE
No class on 11/12. This is a hybrid course. Virtual component will be posted on Tuesday, 6:30-9:30 pm and class will meet every Saturday, 1:00-4:00 pm at a local gym. Must register by 9/24.		

# HEALTH CARE

## MEDICAL CODING & BILLING

### Explore a Career in Medical Coding

Find out what medical coders do and the different types of codes they use for patient visits and reports. Prepare to work almost anywhere in the medical field including doctors' offices, clinics, public health facilities, hospitals, labs, nursing homes or insurance agencies. Explore each of the main systems of the human body and outline the medical terminology, conditions, diseases, injuries, treatments and procedures in each of those systems. Learn how to use your CPT manual and the ICD-10-CM to find medical codes. **This is a six-week online course.** *Prerequisite: experience with email and the latest browser, Adobe Acrobat Reader and Adobe Flash Player. Must have the latest copies of the CPT Manual, Professional Edition and ICD-10-CM Manual purchased prior to taking the course.*

<b>Tuition: \$33</b>	<b>Fee: \$95</b>	
ZMCB-011-4066	9/11	ONLINE
ZMCB-011-4067	10/16	ONLINE
ZMCB-011-4068	11/13	ONLINE
ZMCB-011-4069	12/18	ONLINE

## MEDICAL OFFICE

### Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable way. Break down each word into roots, prefixes and suffixes as you go through each body system. Explain how combined medical terms are derived. Memorize abbreviations of hospital areas, laboratory tests, chemistry and medical symbols and identify directional terms. No medical background is required. **This is a six-week online course.** *Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.*

<b>Tuition: \$33</b>	<b>Fee: \$95</b>	
ZMOF-002-4074	9/11	ONLINE
ZMOF-002-4075	10/16	ONLINE
ZMOF-002-4076	11/13	ONLINE
ZMOF-002-4077	12/18	ONLINE

### Explore a Career as an Administrative Medical Assistant

Designed for individuals pursuing entry-level career training in administrative medical assisting and provides instruction for typical work in a doctor's office. Topics include appointment scheduling, chart creation and filing, billing and medical coding. **This is a six-week online course.** *Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.*

<b>Tuition: \$33</b>	<b>Fee: \$95</b>	
ZMOF-007-4062	9/11	ONLINE
ZMOF-007-4063	10/16	ONLINE
ZMOF-007-4064	11/13	ONLINE
ZMOF-007-4065	12/18	ONLINE

### Explore a Career in Medical Transcription

Learn how to transcribe the most common medical reports used in both inpatient and outpatient settings. Covers grammar review and clinical knowledge of major disease processes. **This is a six-week online course.** *Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.*

<b>Tuition: \$33</b>	<b>Fee: \$95</b>	
ZMOF-019-4070	9/11	ONLINE
ZMOF-019-4071	10/16	ONLINE
ZMOF-019-4072	11/13	ONLINE
ZMOF-019-4073	12/18	ONLINE

### Explore a Career as a Clinical Medical Assistant

Learn what it takes to have a successful career as a clinical medical assistant in the exciting and high-demand world of health care. Covers charting patient complaints, creating progress notes and collecting medical history. **This is a six-week online course.** *Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.*

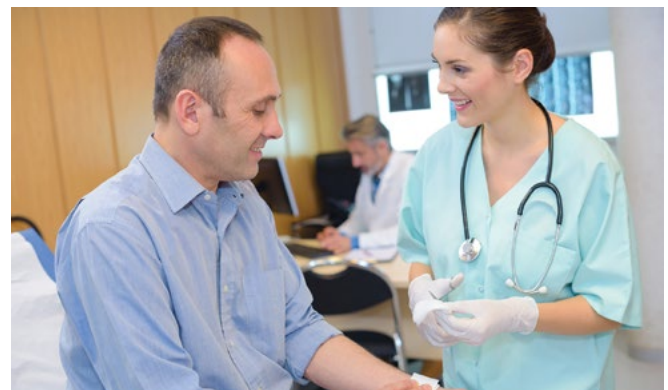
<b>Tuition: \$33</b>	<b>Fee: \$95</b>	
ZMOF-039-4058	9/11	ONLINE
ZMOF-039-4059	10/16	ONLINE
ZMOF-039-4060	11/13	ONLINE
ZMOF-039-4061	12/18	ONLINE

## MEDICINE AIDE

### Medicine Aide Recertification

Update your knowledge of medications, drug administration practices and current state regulations. Review actions, precautions, drug uses and interactions of medications used in the safe care of geriatric patients. Meets the Maryland Board of Nursing's requirement for Medicine Aide Recertification. Bring your drug handbook and calculator to class. Recertification classes could be canceled if there is low enrollment, so register for the first class offered in your 90-day renewal period. Submit a copy of current, active, unencumbered Maryland CNA/GNA/CMA certificate with registration. Renewal required at the same time CNA/GNA certificates are renewed. Students must attend 100% of the course hours. Go to [www.mbon.org](http://www.mbon.org) for eligibility requirements. Instructor for all sessions: Tajuana Steele.

<b>Tuition: \$85</b>	<b>Fee: \$16</b>	
ZMDA-005-0120	F 10/25 (1 session)	
	8:00 am-4:30 pm	HH 200
ZMDA-005-0121	F 12/20 (1 session)	
	8:00 am-4:30 pm	HH 200



## NURSE REFRESHER

### Nurse Refresher Clinical Practicum

Maryland Board of Nursing approved refresher course for inactive RN/LPNs to qualify for re-entry into active nursing practice. Provides preceptor-led clinical practice designed to help you update your nursing skills and gain confidence. Designed to follow the theory portion of the College of Southern Maryland's convenient online course, offered on a regular basis (call 800-933-9177 for further information). Requires eight hours of orientation, clinical skills training, practice and successful performance on a clinical skills competency examination, followed by a 60-hour clinical rotation. *Prerequisite: theory portion of Board of Nursing approved RN/LPN refresher course. Students must attend 100% of the course hours. Must meet with instructor PRIOR to registering. Call Tajuana Steele at 410-334-6783 to set up an appointment.* Instructor: Tajuana Steele

**Tuition: \$724    Fee: \$31**

ZNUR-010-0057    F 9/27

8:00 am-4:30 pm HH 200

Clinical rotation must be completed by 12/18.

## PHLEBOTOMY TECHNICIAN



### Phlebotomy Information Sessions

T	7/23	10:00-11:00 am
T	8/20	10:00-11:00 am
Th	9/5	10:00-11:00 am
Th	10/3	10:00-11:00 am
Th	11/7	10:00-11:00 am
Th	12/5	10:00-11:00 am

[www.worwic.edu/zoom/phlebotomy](http://www.worwic.edu/zoom/phlebotomy)

### Phlebotomy Skills Training-Part I

Learn the skills necessary to perform venipuncture and blood specimen collection. Class and lab sessions cover proper collection procedures and techniques, equipment, quality assurance and safety. This is Part I of a series leading to certification. Fee includes required drug screen and background check. *Prerequisite: minimum reading comprehension and arithmetic requirements. Students must be able to lift, push and pull 20 pounds without restriction.*

**Tuition: \$639    Fee: \$181    Text Required**

ZPHL-007-0069    TTh 9/5-10/24 (15 sessions)  
9:00 am-1:00 pm    FOH 309

Instructor: Cynthia Plaskon

ZPHL-007-0070    TTh 9/5-10/24 (15 sessions)  
5:30 pm-9:30 pm    FOH 309

Instructor: Carla Nock

*"Mrs. Steele was an amazing instructor. She related our course to real-life situations and answered any questions we had (and we had a lot)! She was prepared and made everyone feel welcome in the class. She's wonderful!"*

### Phlebotomy Skills Training-Part II

Sharpen your phlebotomy skills as you practice venipuncture and blood specimen collection procedures to prepare for clinical practice. This course is Part II of a series leading to certification. Must take "Phlebotomy Skills Training-Part II" within six months of successfully completing "Phlebotomy Skills Training-Part I." Go to [www.aspt.org](http://www.aspt.org) for eligibility requirements to sit for the American Society Phlebotomy Technician exam. *Prerequisite: must be able to lift, push and pull 20 pounds without restriction.*

**Tuition: \$596    Fee: \$46    Text Required**

ZPHL-008-0071    TTh 10/29-12/17 (14 sessions)

9:00 am-1:00 pm    FOH 309

No class on 11/28.

Instructor: Cynthia Plaskon

ZPHL-008-0072    TTh 10/29-12/17 (14 sessions)

5:30 pm-9:30 pm    FOH 309

No class on 11/28.

Instructor: Carla Nock

### Phlebotomy Skills Review and ASPT Certification Exam

Become nationally certified as a phlebotomy technician and increase your employment opportunities. Utilize the comprehensive skills and theory review in the first two sessions to prepare for the exam. Exam is only open to Wor-Wic phlebotomy students. Students must attend 100% of course hours. NOTE: Registrations will be taken on campus in Fulton-Owen Hall, Room 102 ONLY. Application form for ASPT exam and money order made payable to ASPT must accompany registration. The exam cost is not included in the tuition and fees. Instructor: Carla Nock

**Tuition: \$106    Fee: \$51**

ZPHL-009-0078    MW 11/11-11/16 (3 sessions)

6:00 pm-8:30 pm    FOH 309

Exam on S 11/16, 9:00 am.

Must meet with Allied Health Staff in

FOH 102 PRIOR to registering.

Call 410-334-2826 to set up an appointment. Must register by 9/18.

## PROFESSIONAL DEVELOPMENT

### Spanish for Medical Professionals

Designed for medical professionals, this course provides knowledge of basic medical phrases to help you better communicate with the Spanish-speaking community. Topics include conversational phrases; questioning patients about pain, symptoms, medical histories, insurance and feelings; discussing body parts, diets, and medical care and treatment; and practicing vocabulary while gaining awareness about Latin American culture. **This is a six-week online course.** *Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.*

**Tuition: \$33    Fee: \$95**

ZALH-129-4078    9/11

ZALH-129-4079    10/16

ZALH-129-4080    11/13

ZALH-129-4081    12/18

ONLINE

ONLINE

ONLINE

ONLINE

# HOSPITALITY AND CULINARY

## POOL OPERATORS

### Certified Pool Operators Course

Prepare to become a certified pool operator in Maryland by acquiring a basic understanding of swimming pool and spa classification, design and operation. Learn about types of disinfectants, pool and spa water chemistry, appropriate use of chemicals, water testing technique, filtration and circulation systems, record keeping, general maintenance, safety requirements and storage and labeling of chemicals. Also includes a review of the Code of Maryland Regulations 10.17.01: Public Swimming Pools and Spas. Recommended for pool management staff, lifeguard and property maintenance personnel. A Pool and Spa Operator Certification card from the appropriate county environmental health department will be issued to students who satisfactorily complete the course and receive a passing grade on the examination. Instructor: Bonnie Russell

**Tuition: \$160**      **Fee: \$30**      **Text Required**  
ZCPO-001-0004    MW 10/7-10/21 (5 sessions)  
6:00 pm-9:00 pm      FOH 204

### Pool/Spa Operators Recertification Course

Designed to provide pool and spa operators with up-to-date information regarding the safe and healthy operation of public swimming pools necessary for recertification. Includes necessary information for the operation of public whirlpools, spas and hot tubs as stated in COMAR 10.17.01. Students who satisfactorily complete the course and pass the examination will be recertified as a Pool and Spa Operator by the testing county's environmental health department. Must hold current certification by authorizing county health department. Instructor: Bonnie Russell

**Tuition: \$53**      **Fee: \$30**      **Text Required**  
ZCPO-002-0009    MW 9/23-9/25 (2 sessions)  
6:00 pm-8:30 pm      FOH 204

## FOOD & BEVERAGE

### Bartending and Mixology


Gain fundamental skills in bartending principles and techniques including product knowledge, bar organization, safety, selling and service. This course also covers effective techniques for handling problems with abusive and excessive drinking. The alcohol management portion (TIPS) of the course is approved by the Comptroller of Maryland and meets the requirements of the training law; a certificate will be awarded to those who complete. Instructor: Barry Hearne

**Tuition: \$287**      **Fee: \$44**  
ZFDB-035-0024    MW 9/23-10/21 (9 sessions)  
6:00 pm-9:15 pm      FOH 307



## FOODWORKS CULINARY TRAINING SERIES



 Through 12 weeks of intensive training combined with case management support, career development and job placement assistance, prepare for success in any professional culinary setting. Learn an array of cooking techniques, including knife cuts, recipe conversions and commercial kitchen equipment use. Demonstrate kitchen sanitation and food safety standards.

Candidates for this training series must complete an application, attend an information session and participate in a prospective student interview.

Contact Kerry Cleaver at [kcleaver@mdfoodbank.org](mailto:kcleaver@mdfoodbank.org) or call 410-334-2815 for more information.

Provided by Wor-Wic Community College in partnership with the Maryland Food Bank.

### TIPS Alcohol Awareness Training

This course is designed to assist workers in the hospitality industry to prevent intoxication, drunk driving and underage drinking. Students will learn how to recognize signs of intoxication, prevent alcohol sales to minors and implement proven strategies to prevent alcohol related problems in bars, restaurants and nightclubs. This course satisfies the state's mandate requiring server/seller training for establishments holding a Liquor License. Successful trainees are awarded a four year certification which is a valuable asset to anyone pursuing a career in the food/beverage industry. Instructor: Barry Hearne

**Tuition: \$64**      **Fee: \$32**  
ZFDB-044-0011    MW 9/23-9/25 (2 sessions)  
6:00 pm-9:15 pm      FOH 307  
Course runs concurrent with Bartending and Mixology.



# PERSONAL ENRICHMENT

## LANGUAGES

### Discover Sign Language

Learn about deaf culture and how to communicate with the deaf. Sign the alphabet, numbers and colors. Advance to basic phrases and complete sentences. Explore careers in interpreting. Note: **This is a six-week online course.** *Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.*

Tuition: \$33	Fee: \$95	
ZLAN-018-4050	9/11	ONLINE
ZLAN-018-4051	10/16	ONLINE
ZLAN-018-4052	11/13	ONLINE
ZLAN-018-4053	12/18	ONLINE

## SALES PRE-LICENSURE

In accordance with the regulations of the Maryland Real Estate Commission, Wor-Wic Community College offers the mandated 60-hour real estate pre-licensure course designed to help you meet the education requirements prior to taking the Maryland examination to become a licensed real estate salesperson in Maryland. Licensure exam must be taken within one year of completing this course. For more information, visit [www.dllr.state.md.us](http://www.dllr.state.md.us), email [mrec@dllr.state.md.us](mailto:mrec@dllr.state.md.us) or call 410-230-6230.

### Real Estate Principles and Practices

Prepare for a career in real estate by developing a knowledge of finance, title insurance and settlements, contracts and real estate law, principles of real property, license law, real estate mathematics, code of ethics, terminology, basic appraisal techniques, rules of agency, disclosure, hazardous substance laws and regulations of the Real Estate Commission of Maryland. Complies with the Business Occupations and Professions Article of the Annotated Code of Maryland and approved by the Real Estate Commission of Maryland. Reliable internet access and web cam capabilities required as some sessions are on Zoom. Instructor: Team Taught.

Tuition: \$703	Fee: \$125	Text Required
ZRES-028-0022	MW 9/16-12/9 (22 sessions)	
	6:00 pm-9:00 pm	FOH 300
	No class on 10/14, 11/25 and 11/27.	

## HOME INSPECTOR

### Home Inspector-Pre-Licensure

Are you interested in becoming a licensed home inspector in Maryland? Cover the required knowledge of home inspection as required by the State of Maryland including: structural, exterior, interior, roofing, plumbing, electrical, air conditioning, insulation and ventilation, fireplace and solid burning and heating. No previous background or industry knowledge is necessary. This course will prepare you for the National Home Inspector Examination. Instructor: Scott Donnelly

Tuition: \$830	Fee: \$30	Text Required
ZHMI-005-0023	TTh 9/10-12/12 (26 sessions)	
	6:00 pm-9:00 pm	FOH 300
	No class on 11/26 and 11/28.	

### Speed Spanish

Imagine yourself speaking, reading and writing Spanish! This course is designed for anyone who wants to learn Spanish pronto. Learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you will be able to go into any Spanish-speaking situation and converse in Spanish. Que Bueno! Note: **This is a six-week online course.** *Prerequisite: experience with email and the internet.*

Tuition: \$33	Fee: \$95	
ZLAN-021-4086	9/11	ONLINE
ZLAN-021-4087	10/16	ONLINE
ZLAN-021-4088	11/13	ONLINE
ZLAN-021-4089	12/18	ONLINE

# REAL ESTATE AND PROPERTY MAINTENANCE



## SEPTIC

### Septic Systems for Entry Level Professionals

This course is for entry level professionals interested in learning the basics on the installation, design, and evaluation of Onsite Wastewater Disposal Systems (aka septic systems). Property Owners can gain a better understanding of what an Onsite Wastewater Disposal System is and how it works. This course is for any individual seeking advanced knowledge of Onsite Wastewater Disposal Systems, and will gain an understanding of the various elements of Onsite Wastewater Disposal System design and development, operation and maintenance. Specific topics include: public and environmental health considerations, wastewater characteristics, site evaluation and importance of soils, system designs, conventional and advanced treatment systems, system operation and treatment processes and essential maintenance procedures and practices. This course is offered in partnership with the Maryland Onsite Wastewater Professionals Association and is funded through a Campbell Foundation grant so there is no cost to the student.

Tuition: \$0	Fee: \$0	
ZSEP-001-0025	W 10/2 (1 session)	
	9:00 am-3:00 pm	FOH 204

# TRADES AND MANUFACTURING

## AUTODESK

### Autodesk: Computer-Aided Drafting

Begin the in-depth study of the fundamentals of computer-aided drafting through the use of Autodesk: AutoCAD. Topics include commands, undoing and altering, moving and duplicating, arrays, viewpoints, file maintenance, editing and templates for 2-D. Also incorporates dimensioning and geometric tolerances, measurement and calculations, the creation of a library for symbols and attributes, plotting and printing. Keyboarding and Windows operating system skills are recommended. Instructor: Sheila Kintz

**Tuition: \$596**      **Fee: \$36**      **Text Required**  
 ZCAD-001-0113    T 9/17-12/17 (14 sessions)  
 5:00 pm-9:00 pm      GTC 202

### Autodesk: Revit

Prepare for a career in the architectural field. Autodesk: Revit is a popular Building Information Modeling (BIM) software program that will teach participants how to design and draft plans, sections, elevations, photo-realistic 3D renderings and 3D animations for buildings. By the end of this course, each student will have designed and generated an entire set of construction drawings for a house. Instructor: Shaun Roth

**Tuition: \$484**      **Fee: \$36**      **Text Required**  
 ZRVT-001-0114    W 9/11-12/18 (14 sessions)  
 5:30 pm-8:45 pm      GTC 202  
 No class on 11/27.

## ELECTRICAL



### Electrical Wiring Technician: Introduction

Prepare for a job as an electrical wiring technician. Gain a working knowledge of electricity and the techniques required for installation of electrical wiring. Provides a basic understanding of Ohm's Law, electrical theory and calculations. Acquire hands on experience in wiring electrical circuits, receptacles, switches, luminaires and conduit installation. Master materials and tools utilized in the electrical industry. Stress on safety and the National Electrical Code, NFPA70 compliance. Instructor: Anthony Enfield

**Tuition: \$575**      **Fee: \$236**      **Text Required**  
 ZELC-011-0115    MW 9/23-11/20 (18 sessions)  
 6:00 pm-9:00 pm      FOH 100

## CONSTRUCTION ACADEMY



The Construction Academy is fully funded by the Maryland Works for Wind grant. As a result, there is no cost for selected applicants.

The program runs for 260 hours, and the next cohort will be held during the fall of 2024 (Dec. 2024-March 2025). Whether this cohort runs during days or evenings will be determined by July 2024.

Each applicant who moves forward after the application submission and screening process will be required to pass a background check. Finalists from interviews are required to pass a drug screening.

Discover basic construction techniques while practicing and applying carpentry skills on various projects. Successful students will earn the OSHA 10, First Aid/CPR, Rigging, Fall Safe, and Confined Space certifications, which tie directly into the offshore wind industry.

Local builders visit and present to share information about what they do, discuss pay and benefits, and attend the graduation ceremonies with the goal of hiring. Potential students who will commit to work in the construction/carpentry fields are encouraged to apply through Quality Staffing Services at 410-742-2600 or go to <https://easternshorejobs.com/>.

For program-specific questions, please contact Dr. Rhonda Banks at 410-334-2867 or [rbanks@worwic.edu](mailto:rbanks@worwic.edu).



We've partnered with Independent Electrical Contractors (IEC)-Chesapeake to offer an electrical apprenticeship program. During the day, apprentices work for local companies in the electrical field and earn while they learn via on-the-job training. Two evenings each week, apprentices are in class from September through May. There is no electrical journeyman exam from the Maryland Department of Labor. To participate in these courses, each apprentice must be employed by a partnered company and have permission from the supervisor.

If you have successfully taken the CEWD Electrical Wiring Technician-Introduction course and are interested in the IEC Apprenticeship program, please contact Dr. Rhonda Banks at [rbanks@worwic.edu](mailto:rbanks@worwic.edu) or 410-334-2867.

For more information about the IEC Apprenticeship program and how to apply, please check out the website: <https://www.iecchesapeake.com/> and contact Paula Bahler at [pbahler@iecchesapeake.com](mailto:pbahler@iecchesapeake.com)/301-317-5835 or Craig Mascaro at [cmascaro@iecchesapeake.com](mailto:cmascaro@iecchesapeake.com)/301-968-5084.

## POWERLINE WORKER PRE-APPRENTICESHIP PROGRAM



The Powerline Worker Pre-Apprenticeship (PWPA) with CDL program is fully funded by the Maryland Works for Wind grant. As a result, there is no cost for selected applicants.

Wor-Wic is partnered with the VA, MD and DE Association of Electric Cooperatives, which includes Choptank Electric. There are two parts to the program: a 13-week, full-time (M-F from 8:00 am-4:30 pm including one hour lunch) Powerline Worker Pre-Apprenticeship program with an additional 8-week, full-time commercial driver license course. Successful students will earn the OSHA 10, First Aid/CPR, and ATSSA (flagging) certifications, which tie directly into the offshore wind industry.

Each applicant who moves forward after the application submission and screening process will be required to pass a background check. Finalists from interviews are required to pass a DOT drug screening.

Local powerline worker/electrical cooperatives attend the graduation ceremonies with the goal of hiring. Potential students who will commit to work in the powerline worker field are encouraged to apply through Quality Staffing Services at 410-742-2600 or go to <https://easternshorejobs.com/>.

For program-specific questions, please contact Dr. Rhonda Banks at 410-334-2867 or [rbanks@worwic.edu](mailto:rbanks@worwic.edu).

### EPA Technician Certifications for Refrigerants-Section 608+GWP

Designed to prepare established technicians to take the EPA and GWP exams. The EPA approved training and testing procedures meet requirements for Types I, II and III equipment technicians. Cover the proper handling of refrigerants controlled by EPA regulations under Section 608 of the Clean Air Act of 1990, including R-11, 12, 13, 22, 113, 114, 123, 134A, 410A, 500 and 502. Also, explore low GWP refrigerant safety, which includes general flammable refrigerant handling, system service, installation and transportation safety knowledge and Core ACR information with industry certification test. To receive the three course manuals (included in fee), you must register at least two weeks prior to the course date. TESTING EPA SECTION 608 ONLY OPTION and not taking the course is \$75 (cost does not include course manuals). Please call 410-334-2815 to register for the test. RETESTING ONE SECTION ONLY OF EPA SECTION 608 OPTION and not taking the course is \$25 (cost does not include course manuals). Please call 410-334-2815 to register for the retest of one section. Instructor: Paul Sichau

**Tuition: \$170**      **Fee: \$126**  
 ZHVC-018-0116    S 11/2-11/16 (3 sessions)  
 8:30 am-3:30 pm                      GTC 105  
 Class on 11/16 runs  
 8:30 am-12:30 pm.

### Maryland Stationary Engineer I Certification Preparation

Review basic boiler construction, boiler care and operation, water chemistry treatment, hydronic heating systems, basic electrical, refrigeration and HVAC systems, fire prevention and safety, and ASME code requirements. Prepare for the Maryland stationary engineer's certification examination (grades 4 and 5). Instructor: Paul Sichau

**Tuition: \$447**      **Fee: \$24**                      **Text Required**  
 ZHVC-012-0117    Th 9/5-12/12 (14 sessions)  
 5:30 pm-8:30 pm                      GTC 105  
 No class on 11/28.

## HVACR

### Air Conditioning and Refrigeration-Introduction I



This is the first of two introductory courses that will prepare you for an entry-level air conditioning position as an apprentice. Discover and utilize the principles of basic air conditioning, refrigeration and electricity for residential refrigerator and air conditioner repairs up to five tons. EPA approved testing for Types I, II, III and IV (universal) equipment technicians will occur at the end of the second course "Air Conditioning and Refrigeration-Introduction II." Instructor: Paul Sichau

**Tuition: \$351**      **Fee: \$106**                      **Text Required**  
 ZHVC-014-0112    T 9/24-12/3 (11 sessions)  
 5:30 pm-8:30 pm                      GTC 105

## WATER AND WASTEWATER TREATMENT

Maryland Center for Environmental Training (MCET) courses are offered in cooperation with the College of Southern Maryland.

### SCADA for Water and Wastewater Operations

Supervisory Control and Data Acquisition (SCADA) are highly distributed control systems that are used for geographically dispersed stations or assets and are normally scattered over large areas. SCADA systems can be used to get the best performance out of water and sewer systems at the least cost. By the end of this course, operators, technicians, mechanics, and engineers will have a working overview of SCADA, its importance, architecture, advantages and disadvantages, terminology, and overall process controls and connectivity.

**Tuition: \$9**                      **Fee: \$140**  
 ZWWT-083-0122    W 11/6 (1 session)  
 8:00 am- 4:00 pm                      GTC 204

# TRADES AND MANUFACTURING

## WELDING

### MIG/TIG and Arc Welding-Introduction

Designed for entry-level welders. Develop skills in basic MIG, TIG and arc welding. Stress on safety precautions in stick electrode welding, the difference between AC and DC welding, materials and how to prepare them to be welded, classifications (i.e., 60-10, 60-11, 60-13), the sizes of electrodes, thickness of metals and the application of theory in actual welding procedures. Discover the proper techniques needed to perform five basic welding joints used in MIG and TIG welding. Includes a significant amount of “hands-on” experience. Students must wear leather shoes. Personal protective equipment is required. A list will be provided the first night of class or call Wor-Wic at 410-334-2815. Instructor: David Willey

**Tuition: \$383**

**Fee: \$357**

ZWLD-024-0118 TF 9/10-10/18 (12 sessions)

6:00 pm-9:00 pm

GTC 108

### MIG/TIG and Arc Welding-Intermediate with Qualification Testing

This course is designed for welders who have completed introductory MIG/TIG and Arc Welding training and wish to increase their skills and earn a welding qualification. Focus on MIG welding machine set-up and making fillet and groove welds in all positions on carbon, stainless steel and aluminum. Learn TIG welding machine and equipment set-up, demonstrating flat, vertical and horizontal fillet and flat groove welds on carbon, stainless steel and aluminum. Utilizing the D1.1 structural steel standard, students will attempt to earn the Gas Tungsten Arc Welding (GTAW) qualification in the 2G position through performance testing by a Certified Welding Inspector (CWI). Successful completers of the MIG/TIG and Arc Welding-Introduction course may take the MIG/TIG and Arc Welding-Intermediate course for free, thanks to the American Rescue Plan Act (ARPA) grant. Instructor: David Willey

**Tuition: \$415**

**Fee: \$357**

ZWLD-035-0119 TF 10/29-12/13 (13 sessions)

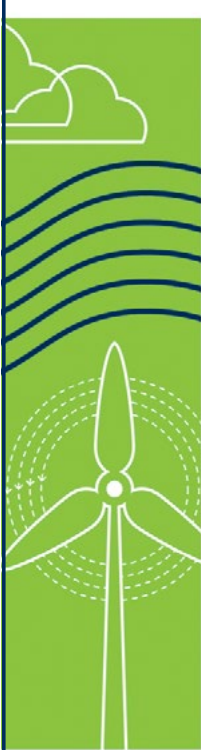
6:00 pm-9:00 pm

GTC 108

No class on 11/29.

## PLUMBING

### ADVANCED WELDING: 6G PIPE TRAINING



The Advanced Welding: 6G Pipe course is fully funded by the Maryland Works for Wind grant. As a result, there is no cost for selected applicants.

The 80-hour pipe welding course on M/W evenings is for experienced welders and will provide needed skills to advance your career in the industry. Prepare to pass a destructive bend test and 6G ASME Section IX pipe welding test with stick and/or TIG. *At least two years of welding experience is required.*

Each applicant who moves forward after the application submission and screening process will be required to pass a background check. Finalists from interviews are required to pass a drug screening.

Potential students who work in the industry and have at least 2 years of welding experience are encouraged to apply through Quality Staffing Services at 410-742-2600 or go to <https://easternshorejobs.com/>.

For program-specific questions, please contact Dr. Rhonda Banks at 410-334-2867 or [rbanks@worwic.edu](mailto:rbanks@worwic.edu).



We've partnered with Associated Builders and Contractors (ABC)–Chesapeake Shores to offer a plumbing apprenticeship program. During the day, apprentices work for local plumbing companies and earn while they learn via on-the-job training. Two evenings each week, apprentices are in class from September through May. After passing the four years of plumbing instruction courses, a Backflow course, and earning OJT hours, an apprentice can take the journeyman license exam from the Maryland Department of Labor. To participate in these courses, apprentices must be employed by a partnered company and have permission from their supervisor.

If you have successfully taken the Introduction to Plumbing course and are interested in the Plumbing Apprenticeship program, please contact Dr. Rhonda Banks at [rbanks@worwic.edu](mailto:rbanks@worwic.edu) or 410-334-2867.

For more information about the Plumbing Apprenticeship program, please check out the website:

<https://abc-chesapeake.org/>

and contact Traci Smith at

[tsmith@abc-chesapeake.org](mailto:tsmith@abc-chesapeake.org)/410-267-0347.

## WELDING TRAINING

Wor-Wic Community College is offering a 352 hour-18 week welding training program M-F from 8:00 am-12:00 pm. The program is funded by the State of Maryland's EARN Maryland Grant Program, which is administered by the Maryland Department of Labor. As a result, there is no cost for selected applicants except ~\$100 in PPE.

This course provides the entry-level welder with the skills necessary to secure employment in the welding industry. This program includes basic safety for welders and an introduction to hand tools. Students will develop knowledge to work safely within industry standards, recognize and avoid hazards, and progress from basic arc welding to welder qualification testing for structural welders.

Students have the unique opportunity to earn 2G, 3G & 4G Shielded Metal Arc Welding (SMAW), 2G, 3G & 4G Flux-Cored Arc Welding (FCAW), 2G, 3G & 4G Gas Metal Arc Welding (GMAW) and 2G, 3G & 4G Gas Tungsten Arc Welding (GTAW) qualifications. We are the only local educational institution to offer up to 12 welding qualifications.

Each applicant who moves forward after the application submission and screening process will be required to pass a background check. Finalists from interviews are required to pass a drug screening.

Local companies will visit and present what they do, discuss pay and benefits, and attend the graduation ceremonies with the goal of hiring. Potential students who will commit to work in the welding field are encouraged to apply through Quality Staffing Services at 410-742-2600 or go to <https://easternshorejobs.com/>.

For program-specific questions, please contact Dr. Rhonda Banks at 410-334-2867 or [rbanks@worwic.edu](mailto:rbanks@worwic.edu).



## MACHINING AND METAL FABRICATION

### MACHINING AND METAL FABRICATION TRAINING

Wor-Wic Community College is offering a 228-hour-19 week machining and metal fabrication training program on M/W/F evenings. The program is funded by the State of Maryland's EARN Maryland Grant Program, which is administered by the Maryland Department of Labor. As a result, there is no cost for selected applicants, except ~\$100 in PPE.

This program is designed to provide entry-level skills necessary to secure employment in the machining and/or metal fabrication industries. Students progress from basic blueprint reading and industry math to measurements, layout, forming, cutting, and assembly of metal pieces while utilizing various machines. This course includes an introduction to hand and power tools. Students develop knowledge to work safely within industry standards and to recognize and avoid potential hazards. Successful students will complete the OSHA 10 certification.

Each applicant who moves forward after the application submission and screening process will be required to pass a background check. Finalists from interviews are required to pass a drug screening.

Local companies will visit and present what they do, discuss pay and benefits, and attend the graduation ceremonies with the goal of hiring. Potential students who will commit to work in the machining, metal fabrication and/or welding fields are encouraged to apply through Quality Staffing Services at 410-742-2600 or go to <https://easternshorejobs.com/>. For program-specific questions, please contact Dr. Rhonda Banks at 410-334-2867 or [rbanks@worwic.edu](mailto:rbanks@worwic.edu).





## DRIVER EDUCATION

Driver education training at Wor-Wic has been made possible, in part, by a donation from the Pohanka Automotive Group of Salisbury. Course cost is \$300. Tuition assistance is offered to those who qualify.

Call 410-334-2815 or go to [worwic.edu/drivereducation](http://worwic.edu/drivereducation) for a free student information sheet that includes course requirements, tuition assistance information and a registration form. Contact Denean Jones-Ward at [djones-ward@worwic.edu](mailto:djones-ward@worwic.edu) for more information about class schedules or program requirements.

### 36-Hour MVA Driver Education Course

This course satisfies the 30 hours of classroom instruction and six hours behind the wheel instruction necessary for a Maryland Motor Vehicle Administration (MVA) approved Driver Education certification. The college will electronically submit verification of completion to the MVA. New drivers must also present the completed skills practice log and completed certification page along with an unexpired Maryland learner's permit. Students must have a valid Maryland learner's permit before starting behind-the-wheel instruction and be at least 16 years old. Students under 18 years old at the time of registration must have an adult attend the first classroom session as part of the course orientation process. Instructor for all sessions: Team Taught.

<b>Tuition: \$200</b>	<b>Fee: \$100</b>	
ZDRV-008-0105	M-F 9/9-9/20 5:30 pm-8:45 pm	ONLINE
ZDRV-001-0101	M-F 9/16-9/27 5:30 pm-8:45 pm	FOH 200
ZDRV-008-0106	M-F 10/7-10/18 5:30 pm-8:45 pm	ONLINE
ZDRV-001-0102	M-F 10/14-10/25 5:30 pm-8:45 pm	FOH 310
ZDRV-008-0107	M-F 11/4-11/15 5:30 pm-8:45 pm	ONLINE
ZDRV-001-0103	M-F 11/11-11/22 5:30 pm-8:45 pm	FOH 200
ZDRV-008-0108	M-F 12/2-12/13 5:30 pm-8:45 pm	ONLINE
ZDRV-001-0104	M-F 12/9-12/20 5:30 pm-8:45 pm	FOH 103C

## MOTORCYCLE SAFETY TRAINING

Wor-Wic offers motorcycle safety courses in cooperation with Maryland's Motor Vehicle Administration (MVA). All courses are taught by instructors certified by the MVA and the Motorcycle Safety Foundation (MSF). Courses are scheduled on weekends and require students to provide their own riding gear. For the "Motorcycle Safety: Basic Rider Course" and "Motorcycle Safety: Basic Rider Course 2—License Waiver" courses, 250 or 300cc motorcycles are provided. **Driver's license or state ID is REQUIRED on the first night of class. You must be a minimum of 16 years and six months of age (must be eligible to apply for a driver's license). If you are under the age of 18, you must have a parent/guardian sign a consent/release form before you are allowed to ride. There is a five-hour online e-Course that must be completed before starting class. Once registered, you will receive a link to the e-Course within 30 days of the course start date.** Team taught by MSF certified rider coaches.

### Motorcycle Safety: Basic Rider Course

Designed for novice riders who have very limited or no riding experience. Course includes an online home study component (e-Course) that must be completed before the first day of class, formal classroom and range instruction on basic riding skills and street strategies. The Maryland Motor Vehicle Administration requires this course for people under 18. Passing the end of course written and riding skills tests replaces the MVA written and driving range exams for people applying for a Class M license. The Basic Rider Course is a partnership among the MVA, Motorcycle Safety Foundation and the auto insurance industry. It is endorsed by the Maryland Legislature. Topics include traffic law, risk awareness, clutch-throttle control, stopping, turning, shifting, cornering, and safety decision making. All classes meet at the college on Friday, 6:00 pm to 9:15 pm; Saturday, 8:00 am to 5:00 pm and Sunday 8:00 am to 3:00 pm. Instructor: Team Taught. For more information about motorcycle safety classes for the entire season check out the schedule at <https://www.worwic.edu/Programs-Courses/Non-Credit-Courses/Transportation/Motorcycle-Safety-Training>.

<b>Tuition: \$279</b>	<b>Fee: \$88</b>	
ZMOT-012-0015	9/6-9/8 (3 sessions)	SH 100
ZMOT-012-0016	9/20-9/22 (3 sessions)	FOH 204
ZMOT-012-0017	10/18-10/20 (3 sessions)	FOH 204
ZMOT-012-0014	10/25-10/27 (3 sessions)	SH 100



Ronnie Savage of Delmar, MD. "Enrolling into the CDL program at Wor-Wic Community College not only saved my life, but it also enabled me to embark on a rewarding career."

# TRANSPORTATION



## Motorcycle Safety: Basic Rider Course 2 Updated-License Waiver

Designed for individuals over age 18 with street riding experience desiring to get a Class M license without having to take the full 17-hour basic riding course. Course includes an online home study component (e-Course) that must be completed before the first day of class, and 8-hours of formal instruction that includes 3-hours of classroom and 5-hours of riding exercises. Individuals must have ridden on the street within the last calendar year; use the clutch and throttle to get the motorcycle in motion; stop the motorcycle properly in a designated area; execute gradual and tight turns; up and downshift smoothly; and achieve a speed of at least 25 mph. All learning activities are conducted on the riding range located at the college. Instructor: Team Taught. For more information about motorcycle safety classes for the entire season check out the schedule at <https://www.worwic.edu/Programs-Courses/Non-Credit-Courses/Transportation/Motorcycle-Safety-Training>.

<b>Tuition: \$144</b>	<b>Fee: \$88</b>	
ZMOT-011-0010	9/14 (1 session)	SH 100
ZMOT-011-0005	10/12 (1 session)	FOH 204

# VETERINARY ASSISTANT

## VETERINARY ASSISTANT

All prospective students must attend a mandatory information session as a prerequisite prior to registration.

### Veterinary Assistant Information Session

W 7/24	10:00 am-11:00 am
W 8/21	10:00 am-11:00 am
W 9/11	10:00 am-11:00 am
W 10/16	10:00 am-11:00 am
W 11/6	10:00 am-11:00 am

[www.worwic.edu/zoom/vetassistant](http://www.worwic.edu/zoom/vetassistant)

Students interested in Veterinary Assistant training must fulfill the following requirements prior to registration:

1. Fill out an admission application;
2. Complete a career assessment; and
3. Meet with an enrollment coach to discuss career choices and tuition assistance plus schedule placement testing if needed.

We encourage you to review and fulfill all course requirements as soon as possible to secure your seat in class. For more information, call 410-334-2815 or visit [worwic.edu](http://worwic.edu).



## COVID-19 NOTICE

Per the American Veterinary Medical Association, vaccination is critical in the fight against COVID-19. For the most current information on vaccination requirements, please attend a mandated information session. According to the CDC, an individual is fully vaccinated two weeks after their second dose in a two-dose series, or two weeks after a single-dose vaccine. Students who decline to follow vaccine policies may not be able to register for clinical courses.

### Veterinary Assistant Training

This intensive course covers all the requirements that hospitals and veterinarians' offices look for, and more! You'll learn about every aspect of veterinary assisting, including anatomy and physiology, animal restraint, laboratory sample collection, assisting in surgery and dentistry, prescription preparation and taking radiographs. You'll also learn how to interact professionally with clients and gain the expertise you need to educate them about key topics in pet care, such as nutrition, vaccinations and administering medication. **Students will have six months to complete the online course upon registration.** Prerequisite: Students must meet minimum scores on reading and math placement tests. Free testing is available by appointment in our testing center. For more course information, including hours and requirements, go to [careertraining.ed2go.com/worwic](http://careertraining.ed2go.com/worwic) or contact us at 410-334-2815.

Total cost: \$2495

ONLINE





## THREE EASY WAYS TO REGISTER

### Online

Go to [www.worwic.edu/non-credit](http://www.worwic.edu/non-credit) for more information and instructions. You must pay in full with a credit card at the time of registration.

### Mail

Complete the registration form in this course schedule. Enclose a check or money order made payable to Wor-Wic Community College or complete the credit card information (VISA, MasterCard, Discover or American Express). Send to Continuing Education and Workforce Development Division, Wor-Wic Community College, 32000 Campus Dr., Salisbury, MD 21804.

### Walk-in

Kiosks are available for walk-in registration in the lobby of Fulton-Owen Hall and payment can be made with a credit or debit card. If you do not want to use a kiosk, a staff member can register you Monday through Friday, 8 a.m. to 4:30 p.m., in Room 102 of Fulton-Owen Hall. Payments can then be made at the cashier's office on campus in Brunkhorst Hall, Room 108, during the same time period.

**Depending on the course requirements, you could be required to take additional steps, such as testing or attending information sessions, prior to registering. For more information, check course details in the schedule, visit [worwic.edu](http://worwic.edu) or call 410-334-2815.**

Wor-Wic Community College does not discriminate on the basis of age, gender, race, color, religion, national origin, marital status, sexual orientation, genetic information, gender identity, disability, income level, limited English proficiency or any other characteristic protected by law in the admission and treatment of students, access to educational programs and activities, and the terms and conditions of employment. Questions and complaints should be submitted to Wor-Wic's Title VI and IX coordinators and discrimination investigators. Student complaints should be directed to Amanda Messatzzia, dean of enrollment management and student services, [amessatzzia@worwic.edu](mailto:amessatzzia@worwic.edu) or 410-334-2989. Employee complaints should be directed to Karen Berkheimer, executive director of human resources, [kberkheimer@worwic.edu](mailto:kberkheimer@worwic.edu) or 410-334-2915. Complaints can be mailed to the attention of these individuals at Wor-Wic Community College, 32000 Campus Dr., Salisbury MD, 21804.



Continuing Education and Workforce Development

# Financial Assistance for 2024-2025



Wor-Wic Community College offers a variety of need-based financial assistance options for select non-credit courses in the continuing education and workforce development division.

Eligible courses include:

- Adobe Certified Professional (visual and video)
- Advertising & Outreach Specialist
- Commercial driver license (Class A and B)
- Certified Administrative Professional (Voucher Included)
- Certified Administrative Professional with Microsoft Office Specialist (MOS) Associate (Voucher Included)
- Certified Medical Administrative Assistant with Medical Billing and Coding
- Certified Clinical Medical Assistant (Voucher Included)
- Certified Nursing Assistant
- Child care
- College prep ELL
- Comp TIA ITF+ Certification Training (Voucher included)
- Comp TIA A+ Certification Training (Voucher included)
- Comp TIA Security+ Certification Training (Voucher included)
- Dental Assistant
- Driver education
- Electrical wiring
- HVACR
- Insurance Help Desk Professional Certificate with Property and Casualty Specialization
- Insurance Help Desk Professional Certificate with Life, Accident and Health Specialization
- Medical coding & billing (Voucher included)
- Personal trainer
- Pharmacy technician
- Phlebotomy
- Plumbing
- UAS drone
- Veterinary assistant
- Web Applications Developer
- Welding (MIG/TIG and Arc)

Visit [www.worwic.edu/Financial-Assistance](http://www.worwic.edu/Financial-Assistance)  
for the full list of eligible courses.



Look for the bright idea icon on courses with available financial aid resources. Other payment options include our deferred payment plan and employer-billed tuition fees.



Scan the code  
to apply

**WOR-WIC**  
COMMUNITY COLLEGE

Financial Aid Office  
Brunkhorst Hall 109  
32000 Campus Dr.  
Salisbury, MD 21804  
410-334-2905 • [worwic.edu](http://worwic.edu)  
[financialaid@worwic.edu](mailto:financialaid@worwic.edu)

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT  
WOR-WIC COMMUNITY COLLEGE  
32000 CAMPUS DRIVE  
SALISBURY, MD 21804

PLEASE ROUTE TO:

- Friend
- Co-Worker
- Supervisor
- Training Director
- Human Resources

**Registration starts July 5**

Upgrade your existing skills, meet licensure, certification or continuing education requirements for work or prepare for a new career.

**Fall 2024 non-credit courses**

**WOR-WIC**  
COMMUNITY COLLEGE